WYOMING DEPARTMENT OF EDUCATION

WDE600 Data Collection Guidebook

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Introduction

The WDE600 collects statistics on student attendance, membership, and unexcused absences.

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

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) funding models, Adequate Yearly Progress, and special education programs.

WDE600 Authority

There are numerous authorities that allow the WDE to collect data for the WDE600 collection. The different authorities have been listed below.

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:
06/01/2017 - 06/15/2017

The WDE600 is due June 15, 2017.

It is highly recommended that each school district load data by Thursday, June 8, 2017. This will ensure that data can be validated and Errors can be corrected before the due date.

School district personnel may upload data and submit files at any time on any day of the collection window.


**Instructions**

The WDE600 is the official collection for student-level attendance, membership, and unexcused absence data. This data is used in the Wyoming education resource block grant model. Due to the financial impact these data have on school districts, please ensure adequate time to complete the collection and review for accuracy, completeness, and sensibility.

**Ethnicity and Race Reporting Guidance**

In October of 2007, the US Department of Education (USED) released new guidance on collecting and reporting racial and ethnic data. The guidance took effect on December 3, 2007, and full implementation was required no later than the 2010-2011 school year.

The Wyoming Department of Education (WDE) required school districts and accredited institutions to start collecting and reporting under the new race and ethnicity guidelines for all data collections during the 2009-10 school year.

- **HispanicEthnicity**
- **AsianRace**
- **BlackRace**
- **IndianRace**
- **PacificIslanderRace**
- **WhiteRace**

These six fields are used to report a student’s Race and Ethnicity. When collecting a person’s race/ethnicity:

- Organizations must ask respondent in a two-part question format.
- The first question is about ethnicity.
  - Report in the HispanicEthnicity data field.
- The second question is about race.
  - Report in the five race data fields.

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

Federal Guidance:
Managing an Identity Crisis from the National Forum on Education Statistics:
Data Compilation
Prior to submission, each district must compile their data. Districts have two uploading options for the WDE600 collection, which greatly impact the data compilation method.

The first option is to upload using a Schools Interoperability Framework (SIF) agent. This agent is configured to export the data from a district’s Student Information System (SIS) by mapping the fields needed to fulfill the data collection requirements. The WDE600 supports SIF 2.2. Appendix D describes the SIF objects and fields that an SIS must publish in order to participate in a SIF data collection in Wyoming. When a SIF agent is used, a district must review and certify the exported data before it is sent to the WDE.

The second option is to upload using Comma Separated Value (.CSV) files. Data will be entered into a spreadsheet file that includes the appropriate data elements for this collection. Once compiled, the spreadsheet must be saved as a Comma Separated Value file (.CSV).

The data elements and SIF formats are fully defined within this document. The Data Element document on the WDE website: [http://portals.edu.wyoming.gov/dcsdocs/WY-Jun2017-600-DataElementsAndRules-v2.xlsx](http://portals.edu.wyoming.gov/dcsdocs/WY-Jun2017-600-DataElementsAndRules-v2.xlsx) contains brief definitions of each required element, proper layouts for CSV submissions, and SIF input formats. All WDE600 Data Elements are explained below in the order in which they appear on a CSV submission.

Data Elements
The purpose of this file is to submit attendance and membership information for each student. This file contains 19 elements.

- DistrictID
- SchoolID
- WISERID
- StudentLastName
- StudentFirstName
- StudentMiddleName
- StudentNameSuffix
- StudentGradeLevel
- StudentDateOfBirth
- StudentGender
- AsianRace
- BlackRace
- IndianRace
- PacificIslanderRace
- WhiteRace
- HispanicEthnicity
- MilestoneFlag
- StudentAggregateAttendance
- StudentAggregateMembership
- StudentAggregateUnexcusedAbsence

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 State Registration System (SRS).

**StudentLastName**
Please use the student’s legal last name as it appears on their Birth Certificate.

**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 State Registration System (SRS).

**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”.

**StudentNameSuffix**
This is a generation indicator such as “Jr” or “III”. This element is optional.

The only allowable characters are letters and periods.

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

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PK</td>
<td>Pre Kindergarten</td>
</tr>
<tr>
<td>KG</td>
<td>Full Day Kindergarten</td>
</tr>
<tr>
<td>HK</td>
<td>Half Day Kindergarten</td>
</tr>
<tr>
<td>01</td>
<td>First Grade</td>
</tr>
<tr>
<td>02</td>
<td>Second Grade</td>
</tr>
<tr>
<td>03</td>
<td>Third Grade</td>
</tr>
<tr>
<td>04</td>
<td>Fourth Grade</td>
</tr>
<tr>
<td>05</td>
<td>Fifth Grade</td>
</tr>
<tr>
<td>06</td>
<td>Sixth Grade</td>
</tr>
<tr>
<td>07</td>
<td>Seventh Grade</td>
</tr>
<tr>
<td>08</td>
<td>Eighth Grade</td>
</tr>
<tr>
<td>09</td>
<td>Ninth Grade</td>
</tr>
<tr>
<td>10</td>
<td>Tenth Grade</td>
</tr>
<tr>
<td>11</td>
<td>Eleventh Grade</td>
</tr>
<tr>
<td>12</td>
<td>Twelfth Grade</td>
</tr>
</tbody>
</table>
**StudentDateOfBirth**
The student’s date of birth should be entered in the format: YYYYMMDD.

Student Date of Birth will be verified against the State Registration System (SRS).

**StudentGender**
The student’s gender is a one digit value: “M” for Male, “F” for Female.

Student Gender will be verified against the State Registration System (SRS).

**Ethnicity and Race Reporting**
- **AsianRace**
- **BlackRace**
- **IndianRace**
- **PacificIslanderRace**
- **WhiteRace**
- **HispanicEthnicity**

Valid values for all six fields are: Y or N (Y = Yes, N = No)

None of these fields can be left blank. If HispanicEthnicity = Y (Yes), at least one of the race data fields must also be Y (Yes). All race fields cannot be reported as N (No).

**MilestoneFlag**
Valid values for the field: Y or N (Y = Yes, N = No)

The value would be “Y” if the membership for this student record was derived from a milestone calculation. If this membership was not derived from a milestone calculation, the value would be “N.”

Note: A student may have two membership records at one school if one record has a “Y” in the milestone flag field and the other record has a “N.”

**StudentAggregateAttendance**
What is the aggregate number of days the student was present during the days of operation? 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: 75, 100.525

The sum of StudentAggregateAttendance and StudentAggregateUnexcusedAbsence must be less than or equal to StudentAggregateMembership.

StudentAggregateAttendance must be less than or equal to StudentAggregateMembership.
**StudentAggregateMembership**
What is the aggregate number of days the student was present for the days of operation plus the aggregate number of days the student was absent for the days of operation?

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.

When a student is absent more than ten consecutive calendar days, all those days beyond ten are deleted. A student who withdraws is dropped from membership the day after withdrawal.

StudentAggregateMembership must be less than or equal to the number of student 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 student days of the schools attended.

**StudentAggregateUnexcusedAbsence**
What is the aggregate number of days the student was absent?
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 or equal to StudentAggregateMembership.

**Data Upload**
The WDE600 is submitted to the WDE via the SRM. The SRM is used because it is secure and the infrastructure allows school districts to submit data more effectively and efficiently. Each school district has one SRM contact person who knows the unique URL, username, and password. You will need to work with this individual to make sure you have the appropriate rights to access and submit the WDE600.
• Once logged-in to the secure website, the user will click the **Run a Trial** button.

![Image](image1.png)

**Welcome to the Wyoming Department of Education State Report Manager**

WDE has identified the following state reports. Please select a state report by clicking on a name below:

**Current State Reports**

<table>
<thead>
<tr>
<th>Name</th>
<th>Collection Start Date</th>
<th>Due Date</th>
<th>Trail Name</th>
<th>Trial Date</th>
<th>Submission Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>WDE600 Attendance and Membership (Jun 2014)</td>
<td>May 30, 2014</td>
<td>Jun 16, 2014</td>
<td><img src="image2.png" alt="Run a Trial" /></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WDE600 Attendance and Membership (Jun 2015)</td>
<td>Jun 1, 2015</td>
<td>Jun 15, 2015</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WDE602 Staff Employment, Assignments, and Experience (Oct 2014)</td>
<td>Oct 1, 2014</td>
<td>Oct 27, 2014</td>
<td><img src="image2.png" alt="Sent Trial" /></td>
<td>12-10-2014 10:05am</td>
<td>SENT</td>
</tr>
</tbody>
</table>

• In the next screen, click the **Browse** button and locate the CSV file.

![Image](image3.png)

• Then click **Import** to upload the file. Below is a sample of a .CSV file ready for import:

<table>
<thead>
<tr>
<th>StudentID</th>
<th>SchoolID</th>
<th>WDEID</th>
<th>StudentLastName</th>
<th>StudentFirstName</th>
<th>StudentMiddleName</th>
<th>StudentGraduated</th>
<th>StudentGender</th>
<th>Race</th>
<th>ParentEthnicity</th>
<th>ParentRace</th>
<th>MilestoneFlag</th>
<th>StudentAggregateAttendance</th>
<th>StudentAggregateMembership</th>
</tr>
</thead>
<tbody>
<tr>
<td>1301000</td>
<td>13010055</td>
<td>123456789</td>
<td>Smith</td>
<td>Jesse</td>
<td>Lane</td>
<td>12 19961210</td>
<td>M</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1301000</td>
<td>13010055</td>
<td>234567890</td>
<td>Johnson</td>
<td>Kassandra</td>
<td>Kay</td>
<td>10 19981121</td>
<td>F</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>109.5</td>
<td>185.5</td>
</tr>
<tr>
<td>1301000</td>
<td>13010055</td>
<td>234567890</td>
<td>Johnson</td>
<td>Kassandra</td>
<td>Kay</td>
<td>10 19981121</td>
<td>F</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1301000</td>
<td>13010055</td>
<td>345678901</td>
<td>Robinson</td>
<td>Toby</td>
<td>Joe</td>
<td>12 19961106</td>
<td>M</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>18</td>
<td>37 19</td>
</tr>
<tr>
<td>1301000</td>
<td>13010055</td>
<td>45678901</td>
<td>Bradley</td>
<td>Alex</td>
<td>Nicholas</td>
<td>10 19990209</td>
<td>M</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>47.667</td>
<td>48</td>
</tr>
</tbody>
</table>
• While the file is uploaded, the SRM checks the data for errors.

**Adding Records or Appending a File**
To add records by submitting an additional file, choose the **Append/Replace** button at the bottom of the screen.

Once you’ve chosen the **Append/Replace** button, you will have the opportunity to **append** (add to) or **replace** the “Latest Trial.” Click the **Browse** button to locate the CSV file and click **Import**.
Errors in Data
There are two levels of alerts within the SRM, Warnings and Errors. A Warning is a cautionary notification. Errors are fatal exceptions and the file cannot be submitted. The SRM provides these errors in and attempt to provide cleaner data to WDE and the school districts.

Corrections can now be made to the data directly in the SRM. To edit a specific record, click in the hyperlink View that corresponds with the record. The next screen provides a summary of the record. Click the Edit button at the top of the screen. Users have the option to Save the record, Save & Revalidate the entire trial, or Cancel the edit by clicking the buttons at the top or bottom of the page.

PLEASE REMEMBER TO MAKE ALL CORRECTIONS IN YOUR STUDENT INFORMATION SYSTEM! The final submission to the WDE should match the records in your Student Information System.

Send to WDE
Once all errors have been corrected and warnings have been reviewed, the user is ready to send the data to WDE. The Send to WDE button will turn blue. After clicking the Send to WDE button, the trial report page will list “Report Sent to Report Authority” as the Send Status. This is the confirmation that your data was delivered to WDE.

Downloading Data and Reports
The submitted files can be downloaded from the SRM. One copy should always be saved in a secure location for auditing purposes. These files may also prove useful to reconcile any questions that may arise with the Data Collection Steward. It is essential for each district to archive a copy of the ADM report in order to complete the WDE100 in August.

The SRM has the ability to generate reports from the submitted data files. From the SRM main menu:

- Click on the Sent Trial link for the WDE600.
- Click on the Reports link on the right side of the window that corresponds with the Submitted data.
- All available reports are listed on the right side of the window. Click the desired report.
- If your report is PDF format, it will open in a new browser window. Click File and Save As to save to your computer.
- If your report is MS Excel format, a dialog box will provide a choice to Save or Open.
- Please keep at least one copy of each report in a secure location.
Frequently Asked Questions

WHOM DO I CONTACT REGARDING CONTENT QUESTIONS?

Kim Morrow - 307-777-6000 or kimberly.morrow@wyo.gov

IS STUDENT LEVEL DATA MANDATORY?

Yes. Student-level data is required by all school districts.

HOW DO I CALCULATE MEMBERSHIP?

Please refer to the Chapter 8 Rules and Regulations. For further questions contact Kim Morrow.

HOW DO I CALCULATE ADM?

The SRM will calculate ADM after you submit the aggregated data. The SRM uses your school days data reported on the WDE608 to perform the ADM calculation.

WHAT DO I DO IF THE SCHOOL DAYS USED IN THE WDE600 CALCULATIONS DIFFER FROM THE DISTRICT REPORTED SCHOOL DAYS ON THE WDE608?

If the school days appear inaccurate in the SRM, you will need to contact the steward of the WDE608 to make a correction. Once the correction is made, the SRM will update school days and your ADM calculations will be accurate.

CAN MY DAYS OF OPERATION BE LESS THAN 175?

If the pupil teacher contact days are less than 175, you must have a State Board of Education approved alternative schedule. For further information regarding days of operation, please refer to the Chapter 8 Rules and Regulations. Minimum hour requirements for a school day are located in Chapter 22 Rules and Regulations.

WHAT IS THE DEFINITION OF AN UNEXCUSED ABSENCE?

Unexcused absences are defined locally by policy set forth by the Board. Definitions can vary, even across schools in the same district.

HOW DO I CALCULATE MEMBERSHIP FOR UNSCHEDULED SNOW DAYS?

When school is dismissed for emergencies prior to the end of the school day, membership inclusion shall be allowed according to the following guidelines:

- Students in membership for a major fraction of a half school day (greater than 25 percent) shall be counted as one-half day in membership.
• Students in membership for a major fraction of a school day (greater than 50 percent) shall be counted as one whole day in membership.
• Kindergarten students in half-day sessions in membership a major fraction of their session or the equivalent amount of time shall be counted as if the entire session had been completed.

WE HAVE A STUDENT GOING ON AN EXTENDED VACATION DURING THE SCHOOL YEAR. DO WE CONTINUE TO CLAIM THEM IN MEMBERSHIP WHILE THEY ARE GONE?

You would continue to claim the student for 10 days after he leaves on vacation and would drop him on the 11th day. Once the student returns, you would begin claiming membership again. Please see Superintendent’s Memo 2009-144 for further clarification.

CAN WE CONTINUE TO CLAIM GRADUATING HIGH SCHOOL SENIORS AFTER THEY ARE RELEASED PRIOR TO THE END OF THE YEAR?

Please refer to Superintendent’s Memo 2008-081 for additional information on this topic. You may continue to claim membership for these early release seniors for up to 10 additional days, or to the end of the school year, whichever comes first.

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?

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.

WHAT IS THE MINIMUM AGE FOR KINDERGARTEN STUDENTS?

Wyoming Statute is very specific that the child must have obtained his or her fifth birthday prior to September 15.

IF A STUDENT’S TOTAL ADM CALCULATED IN OUR DISTRICT IS GREATER THAN ONE (1), DO WE NEED TO MODIFY THE DISTRICT RECORDS TO PRODUCE A RESULT OF ONE (1) OR LESS?

Yes, pursuant to Chapter 8 Rules and Regulations of the WDE Section 10 (b), a district cannot claim an ADM for a student greater than a value of one (1). Keep in mind that one (1) is the maximum ADM that can be claimed for a student from any one district regardless to the different calendars that may exist for schools in the district.

IF WE ARE EXPECTING A STUDENT TO ATTEND A NEW SCHOOL YEAR AND THAT STUDENT DOES NOT EVER SHOW UP, CAN WE CLAIM 10 DAYS OF MEMBERSHIP?

No, a student must attend school during a new school year to be counted as absent, and included in membership.
WE HAVE A STUDENT PLACE BY COPS. DO WE CONTINUE TO CLAIM MEMBERSHIP FOR THE STUDENT?

Yes, in accordance with W.S. 21-13-315(b), a district may include the student among their membership provided educational services are being offered. It is the responsibility of both the facility and the resident district to facilitate the case management of the student. The membership portion would be equal to whatever ratio of instructional services are being case managed by the district. For additional information on placed students, please refer to superintendent’s memo 2010-173, located in Appendix E.

WHOM DO I CONTACT REGARDING SUBMISSION QUESTIONS OR PROBLEMS?

Leslie Zimmerschied – 307-777-8751 or leslie.zimmerschied@wyo.gov

WHOM DO I CONTACT REGARDING USERNAME AND PASSWORDS FOR THE STATE REPORT MANAGER?

Your district’s WISE Coordinator.

WHOM DO I CONTACT REGARDING THE WISE PROJECT AS A WHOLE?

Leslie Zimmerschied – 307-777-8751 or leslie.zimmerschied@wyo.gov

WHOM DO I CONTACT IF I NEED A WISERID?

Your district’s WISE Coordinator.

WHERE CAN I FIND MORE INFORMATION ON THE DATA ELEMENTS WITHIN THIS COLLECTION?

http://portals.edu.wyoming.gov/dcsdocs/WY-Jun2017-600-DataElementsAndRules-v2.xlsx

Appendix A: ADM Reports

The SRM will calculate ADM after the data is submitted. The SRM uses school days data reported on the WDE.608 to perform the ADM calculation. It is essential for each district to maintain a copy of the ADM report. The ADM Report is used in a variety of ways including, but not limited to, the WDE100 Data Collection. The WDE100 reports all data necessary for WDE to compute school districts' School Foundation Program Guarantees, local resources, and the resulting district entitlement or recapture. The WDE100 requires entry of ADM by school, by grade. The ADM Report organizes and arranges the data in this fashion.
The ADM entered into Section A of the Main Funding Sheet of the WDE100 must match exactly the submission from the WDE600.

Figure 1: Main Funding Sheet of the WDE100.

How to save your ADM Report:

- Within the SRM, click on the “Sent Trial” link for the WDE600.

- Click on the “Reports” link on the right side of the window that corresponds with the Submitted WDE600 data.

- All available reports are listed on the right side of the window. Click the link for the ADM Report.

- A dialog box will provide a choice to “Save” or “Open”.

- Click “Save” and select where you would like to save the file.

- Ensure your district’s Business Manager has opportunities to review the report.

- Please keep at least one copy of each report in a secure location.
Appendix B: Calculating Distance Education ADM

Understanding the Calculation of Average Daily Membership (ADM) Involving Distance Education Courses

[Figure 2: Understanding the Calculation of Average Daily membership (ADM) involving Distance Education Courses]

- Assume a student is enrolled in a DE course with 50 Milestones that are used to track their progress...
- If the student completes 40 of the 50 course Milestones...
- Assume the student’s school has 160 days in its year/calendar...
- If the school offers 8 courses to the student...
- We can divide 160 days by 8 courses to determine that each course is equivalent to a potential of 20 aggregate membership days.

[Notes:]

1. Although this process is mathematically equivalent to the calculation of distance education student membership outlined in Section 10(c) of the WDE Chapter 8 Rules and Regulations for the School Foundation Programs, the procedure used is obviously different.

2. In any circumstances, the final ADM calculation obtained cannot exceed 1.0

[Note - This information is intended for instructional purposes only.]
Appendix C: Resources – Converting Distance Education Milestones into Attendance and Membership

The WDE has included a supplemental file called “Distance Ed ADM Calc” which contains worksheets to assist users in converting distance education milestones to student attendance and membership.

Referenced below is the first worksheet, labeled **Distance Ed ADM Data**. For each record, entering the number of school days and the number of courses provided by the school will calculate the aggregate number of days generated by each course.

![Distance Ed ADM Data Worksheet](image-url)

Figure 3: Distance Ed ADM Data
Referenced below is the second worksheet, labeled **Distance Ed ADM Summary**. This worksheet is optional and not a requirement of the WDE 600.

**Note**

The Pivot Table must be refreshed upon initial entry or changes to data in sheet "Distance ed ADM Summary" by right clicking on the cell labeled "Sum of Aggregate Days" and selecting "Refresh".

You can download the “Distance Ed ADM Calc” file by accessing the Wyoming Department of Education Data Collection Suite at:

[http://portals.edu.wyoming.gov/dcsdocs/Distance_Ed_ADM_Calc.xlsx](http://portals.edu.wyoming.gov/dcsdocs/Distance_Ed_ADM_Calc.xlsx)

Click on the arrow to the left of the WDE600 collection. Select the Documents tab and then the link to the “Distance Ed ADM Calc” Excel Worksheet.
## SchoolInfo
Report one SchoolInfo per school in the district.

<table>
<thead>
<tr>
<th>SIF Field Used</th>
<th>Field #</th>
<th>Field Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>@RefId</td>
<td></td>
<td></td>
</tr>
<tr>
<td>StateProvinceId</td>
<td>2</td>
<td>SchoolID</td>
</tr>
<tr>
<td>SchoolName</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## StudentPersonal
Report one StudentPersonal object per Student record.

<table>
<thead>
<tr>
<th>SIF Field Used</th>
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<td>Asian Race, Black Race, Indian Race, Pacific Islander Race, White Race</td>
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## StudentSchoolEnrollment
Report one StudentSchoolEnrollment object per Student record.

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# StudentAttendanceSummary

Report non-overlapping StudentAttendanceSummary objects for the student.

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<tbody>
<tr>
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<td>UnexcusedAbsences</td>
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<td>StudentAggregateUnexcusedAbsence</td>
</tr>
<tr>
<td>DaysInMembership</td>
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<td>StudentAggregateMembership</td>
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<td>The RefId of the StudentSchoolEnrollment object that corresponds to the StudentAttendanceSummary. SRM uses this link to correctly report the StudentGradeLevel for the attendance record.</td>
</tr>
<tr>
<td>SIF_ExtendedElements/SIF_ExtendedElement[@Name='MilestoneFlag']</td>
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<td>MilestoneDerivedRecord</td>
</tr>
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</table>
MEMORANDUM NO. 2010-173

TO:       School District Superintendents
          School Principals
          School District Special Education Directors
          Building Intervention Team Coordinators

FROM:     Joe Simpson, Deputy Superintendent
          Administration Division

DATE:     October 1, 2010

SUBJECT:  Educational Services for Students Placed Outside a
          Conventional School Setting

IMPORTANT INFORMATION

With the 2010-2011 school year now under way, it is important to provide
school districts with updated information regarding 1) educational programs of
their students who have been placed outside of their resident district and 2)
the resident district’s responsibility. Also attached is the September 8, 2004,
Attorney General Opinion that discusses this topic.

For the past three years, the Wyoming Department of Education (WDE) has
identified a continuum of learning supports for at risk students from least
restrictive to most restrictive environments. The most restrictive environments
may include detention, day treatment, state hospital, jail, prison, institutional
setting, treatment center, group home, Boards of Cooperative Educational
Services (BOCES), and/or a Boys or Girls School. The placement of a student
may be in-state or out-of-state, and can be made by the student’s family, the
student’s resident district, or court ordered. Financial responsibility of
students placed by the student’s family rests with the student’s family.

When a student is placed in a most restrictive environment, the student’s
resident district is responsible for monitoring the student’s education. The
residence of the student’s parent/guardian determines the resident district.

Regardless of student placement, his/her education will be one of the following
four major “program types:”
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1. Diagnostic assessments: When a student is placed short-term (less than ten days), a basic diagnostics for reading, comprehension, math, writing, and behavioral observations may be the best approach;  

2. Diploma bound: When delivering academic content, courses must align to both the district and state standards;  

3. Individual Learning Plans: Examples are an Individualized Education Plan (IEP) and a 504 Plan; and an education plan for those students placed outside their resident district; but, for students without an official plan, an Individualized Learning Plan (ILP) must be developed. The ILP should be developed by the resident district and the institutional provider when the student is placed. Case managers from the district and the institution should be assigned to monitor the student’s plan; and,  


Whatever program type a student is using, the resident district should assign a case manager to monitor the student’s educational progress while he/she is placed outside of his/her resident school.  

A case manager is an employee of the resident school district who has knowledge of the student, his/her academics, strengths, any areas of focus, family, and any other related issues that have an impact upon the student affecting his/her academics. The case manager monitors the educational progress of the student before he or she is placed, during the student’s placement, and is instrumental as a liaison when the student transitions from placement to either another facility or back to the resident district. The case manager also coordinates active participation among the resident district, parent/guardian, family, and other pertinent agencies involved with the student before, during, and after, ensuring communication between the resident district and facility.  

The following summaries are provided to assist districts in appropriately accounting for students who are court ordered placed, placed out-of-district, placed at a facility within the district, or are placed year-round at a facility such as a treatment center or group home. This includes, but is not limited to, cases involving short-term detention, transitions and district monitoring of educational programs/services. In addition, guidance is provided on the use of state and federal funds.
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Court Multi-Disciplinary Teams (MDT):
It is the expectation and legal requirement for districts to participate in community MDTs when such teams meet to discuss the options available regarding resident students.

Court-Ordered Placement of Students:
In accordance with W.S. 21-13-315(b), districts may count court ordered placement of students among their Average Daily Membership (ADM) provided educational programs and services are being offered by the district to students placed and residing in a facility. Also, per Chapter 8 Rules and Regulations for the School Foundation Program, no reimbursement shall be provided for costs previously or simultaneously recovered elsewhere in the Wyoming school finance system.

Out-of-District Placement of Students:
In the case of a student placement outside of his/her resident district, it is the responsibility of both the facility in which the student is placed and the resident district to facilitate the case management of the student. Through appropriate case management of educational programs/services provided by the resident district, costs incurred in the periods prior to placement, through program monitoring, while in transition, and through post-transition can be recovered by including the students among the district’s ADM. Costs, in addition to tuition, for a student on an IEP should be recovered via a WDE401, Reimbursable Special Education Expenditures Report, rather than including the student among the district’s ADM.

Enrollment:
In order to accommodate all educational and academic transitions for any out of district placed students, the resident school districts can continue to count the student(s) on district enrollment and pay tuition to another district OR allow the other district to count the student on their enrollment; if there exists a written understanding between the resident school district and the facility/juvenile detention center that a student is transferred, disenrolled and re-enrolled, the resident district will list the student(s) as primary enrolled on Form WDE684, WISE Certified Teacher/Course/Student.

In-District Placement of Students:
In the case of a student placement within the resident district, it is the responsibility of both the facility in which the student is placed and the
resident district to facilitate the case management of the student. Through appropriate case management of educational programs/services provided by the resident district, costs incurred in the periods prior to placement, through program monitoring, while in transition, and through post-transition can be recovered by including the students among the resident district’s ADM.

**Year-Round Placement:**
In cases where year-round treatment is necessary, districts may utilize Summer School/Extended Day (Bridges Grants) funds to offset the costs incurred in the case management of educational programs/services provided to students beyond the school year. Districts are resourced 15 percent of one full-time equivalent (FTE) teacher position for every 30 at-risk students (with a minimum of .5 FTE teacher positions) for the Bridges Grant. For the period during the school year, districts should follow the guidance given above for court ordered placed, out-of-district, or in-district placed students.

**Title I-Part D Funds for Neglected or Delinquent Students:**
Districts with a high proportion of delinquent students receiving services within district boundaries receive Title I-Part D funding. These funds may be used to provide *supplemental* materials and services to students in out-of-district placement such as extended day/extended school year activities. Please note that these supplemental monies should not be used to meet a district’s legal obligations under Wyoming law.

**Certification/Endorsement in Facilities:**
If a school district is providing educational services to students in alternative or non-traditional schools, private residential facilities or institutions, please remember that additional endorsements need to be obtained prior to providing educational services. The Wyoming Professional Teaching Standards Board, *ptsb.state.wy.us*, Chapter 13 Rules and Regulations, “Additional Endorsements” lists the additional endorsement requirements for a “regular education teacher.” A Special Education certification is required to provide educational services specified on a student’s IEP. The WDE encourages facilities and schools to work together to ensure the qualified and appropriately certified teachers are delivering education services to the students.

**Transitions:**
For quality academic progress to be transparent, “case managers” from the resident district and institution/facility must be assigned for communication,
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plans, and follow-up regarding a student placed, during placement, and returning to the resident district. Transitions allow for follow through by entities to ensure that the returning student is appropriately placed, monitored, and supported.

**Rapid Response Team:**
In an effort to address the questions that arise regarding the complicated issues surrounding students in out-of-district placement, the WDE has established an Out-of-District Placed Rapid Response Team. Any questions or concerns may be directed to either Court Ordered Placement of Students Program Manager, Jo Ann Numoto at (307)777-7222 or jnumot@educ.state.wy.us or Neglected or Delinquent Students Program Manager, Kenya Haynes at (307)777-3672 or khayne@educ.state.wy.us. Jo Ann and Kenya will bring the issues to the WDE Out-of-District Placed Oversight Team for problem solving or, when necessary, convene an emergency meeting to determine the appropriate guidance and/or course of action.

If you have any questions regarding these requirements, please contact Jo Ann Numoto at jnumot@educ.state.wy.us.

JS:JN

Attachment

Cc: Local Law Enforcement for Wyoming Detention Centers
Wyoming Detention Centers
Wyoming Department of Health
Wyoming Department of Family Services
Wyoming Department of Workforce Services
Volunteers of America, Wyoming branch
State Governor’s Office
Wyoming Boys School
Wyoming Girls School
In-and-Out of State Providers
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