

WYOMING DEPARTMENT OF EDUCATION

WDE600: WISE Attendance and Membership
June 15, 2016

Data Collection Guidebook

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:
06/01/2016 - 06/15/2016**

The WDE600 is due June 15, 2016.

It is highly recommended that each school district load data by Wednesday, June 8, 2016. 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.
 - Reported in the HispanicEthnicity data field.
- The second question is about race.
 - Reported 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:

<http://www.ed.gov/policy/rschstat/guid/raceethnicity/index.html>

Managing an Identity Crisis from the National Forum on Education Statistics:

<http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2008802>

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 WISE website (<http://portals.edu.wyoming.gov/wise/>) 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.

State Registration System (SRS)

The SRS is an application for securely assigning and obtaining unique ID numbers for both students and school district staff members. It is available within the Wyoming Education Fusion portal. This application is inaccessible to the general public.

Accepted values are letters, spaces, hyphens, apostrophes, and the number "3".

The Student's last name will be verified against the State Registration System (SRS).

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.

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

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.

Name	Collection Start Date	Due Date	Trial Name	Trial Date	Submission Status
WDE600 Attendance and Membership (Jun 2014)	May 30, 2014	Jun 16, 2014			
WDE600 Attendance and Membership (Jun 2015)	Jun 1, 2015	Jun 15, 2015	Run a Trial		
WDE601 District Annual Financial Report (2013-2014)	Jul 1, 2014	Aug 12, 2014	Run a Trial		
WDE601 District Annual Financial Report (2014-2015)	Jul 1, 2015	Aug 12, 2015	Run a Trial		
WDE602 Salary Schedule (Oct 2014)	Oct 1, 2014	Oct 27, 2014	Sent Trial	10-31-2014 11:32am	SENT
WDE602 Staff Employment, Assignments, and Experience (Oct 2014)	Oct 1, 2014	Oct 27, 2014	Sent Trial	12-10-2014 10:05am	SENT
WDE652 Staff Employment, Assignments, and Experience (May 2015)	May 14, 2015	Jun 27, 2015			

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

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

DistrictID	SchoolID	WISEID	StudentLastName	StudentFirstName	StudentMiddleName	StudentNameSuffix	StudentGradeLevel	StudentDateOfBirth	StudentGender	AsianRace	BlackRace	IndianRace	PacificIslanderRace	WhiteRace	HispanicEthnicity	MilestoneFlag	StudentAggregateAttendance	StudentAggregateMembership	StudentAggregateUnexcusedAbsence
1301000	1301055	12345678	Smith	Jesse	Lane		12	19961210	M	N	N	Y	N	Y	N	N	84	84	0
1301000	1301055	23456789	Johnson	Kassandra	Kay		10	19981121	F	N	N	N	N	Y	Y	N	109.5	135	17.5
1301000	1301055	23456789	Johnson	Kassandra	Kay		10	19981121	F	N	N	N	N	Y	Y	Y	40	40	0
1301000	1301055	34567890	Robinson	Toby	Joe		12	19961106	M	N	N	N	N	Y	Y	N	18	37	19
1301000	1301055	45678901	Bradley	Alex	Nicholas		10	19990209	M	N	N	N	N	Y	Y	N	47.667	48	0

- 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.

Wyoming Test School District

Logout: Kimberly Morrow

Home > > WDE600 Attendance and Membership (Jun 2015) > Latest Trial

Validated at 04-20-2015 11:03am.

Records	Violations	Reports
600Students 841	Errors R0000 - Collection window is not open 1 Error R2800 - Duplicate students 1 Error Warnings R2701 - Grade level has no students 2 Warnings R2703 - Unexpected student age for grade level 6 Warnings R2804 - StudentFirstName and StudentLastName do not match WISERID. 10 Warnings	Violations Summary (MS Excel) Violations Summary By School (MS Excel) ADA/ADM (MS Excel) OLD Violations by School (PDF) OLD Student Roster by School (PDF)

Download **Append/Replace** ←

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**.

Wyoming Test School District

Logout: Kimberly Morrow

Home > > WDE600 Attendance and Membership (Jun 2015) > Import Source Data

Load a CSV file and **append** to existing records in 'Latest Trial'
 Load a CSV file and **replace** existing records in 'Latest Trial'

Please upload your data files. You can upload tab-delimited (.TXT) or comma-separated (.CSV) files. If a file is large, you may zip it first. Uploaded files must be smaller than 20 MB.

Select File to upload (600Student):

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.

Due to the financial impact these data have on district funding, please ensure that your district’s Business Manager reviews the reports for accuracy, completeness, and sensibility. See Appendix A.

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 Jed Cicarelli.

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. Basically, you can 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 a 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 PLACED 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

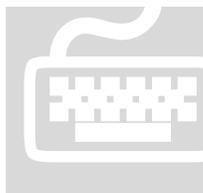
WHOM DO I CONTACT IF I NEED A WISERID?

Your district's WISE Coordinator.

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

<http://portals.edu.wyoming.gov/wise/>

Appendix A: ADM Reports



The SRM will calculate ADM after the data is submitted. The SRM uses school days data reported on the WDE608 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

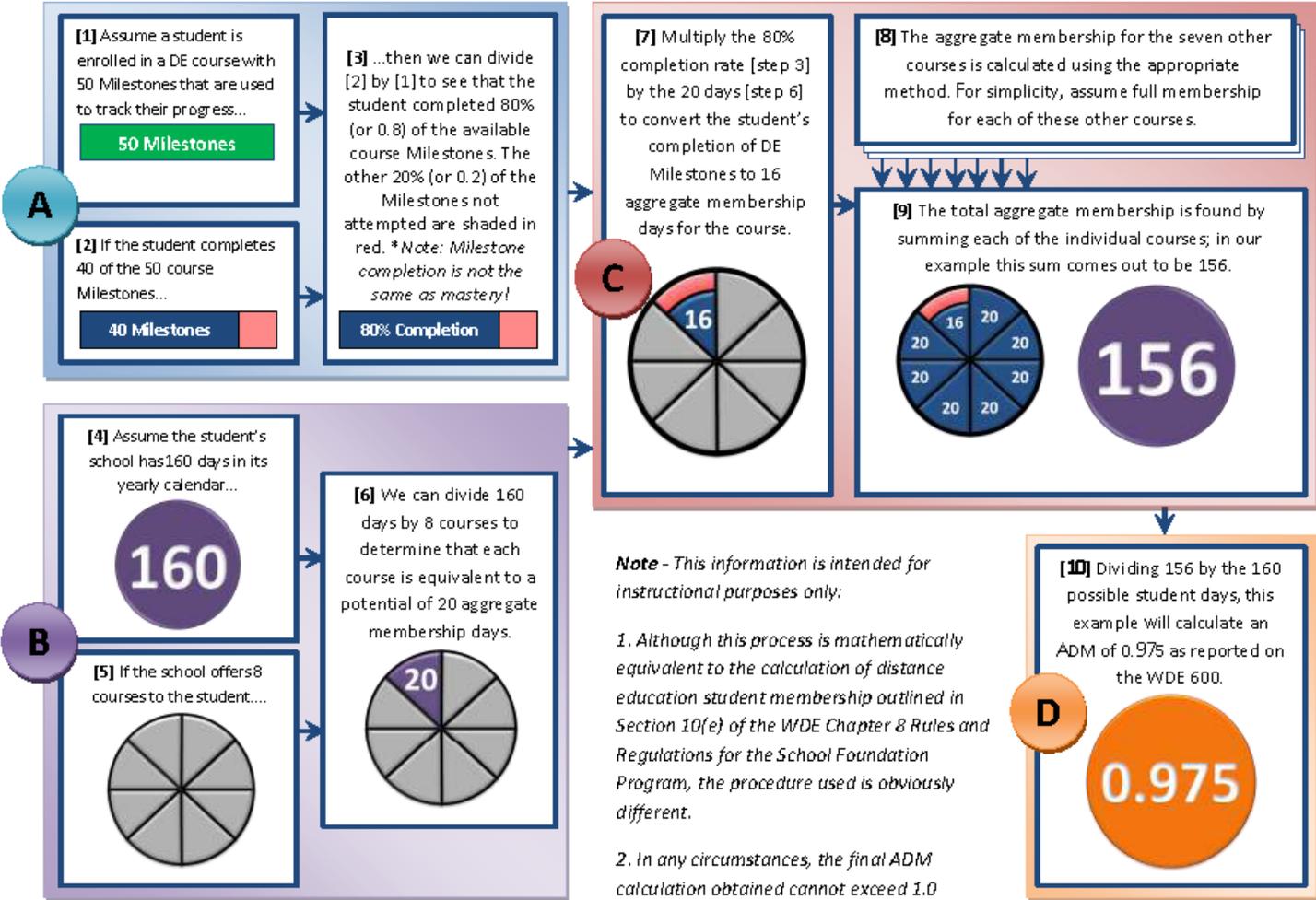


Figure 2: Understanding the Calculation of Average Daily membership (ADM) involving Distance Education Courses

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".

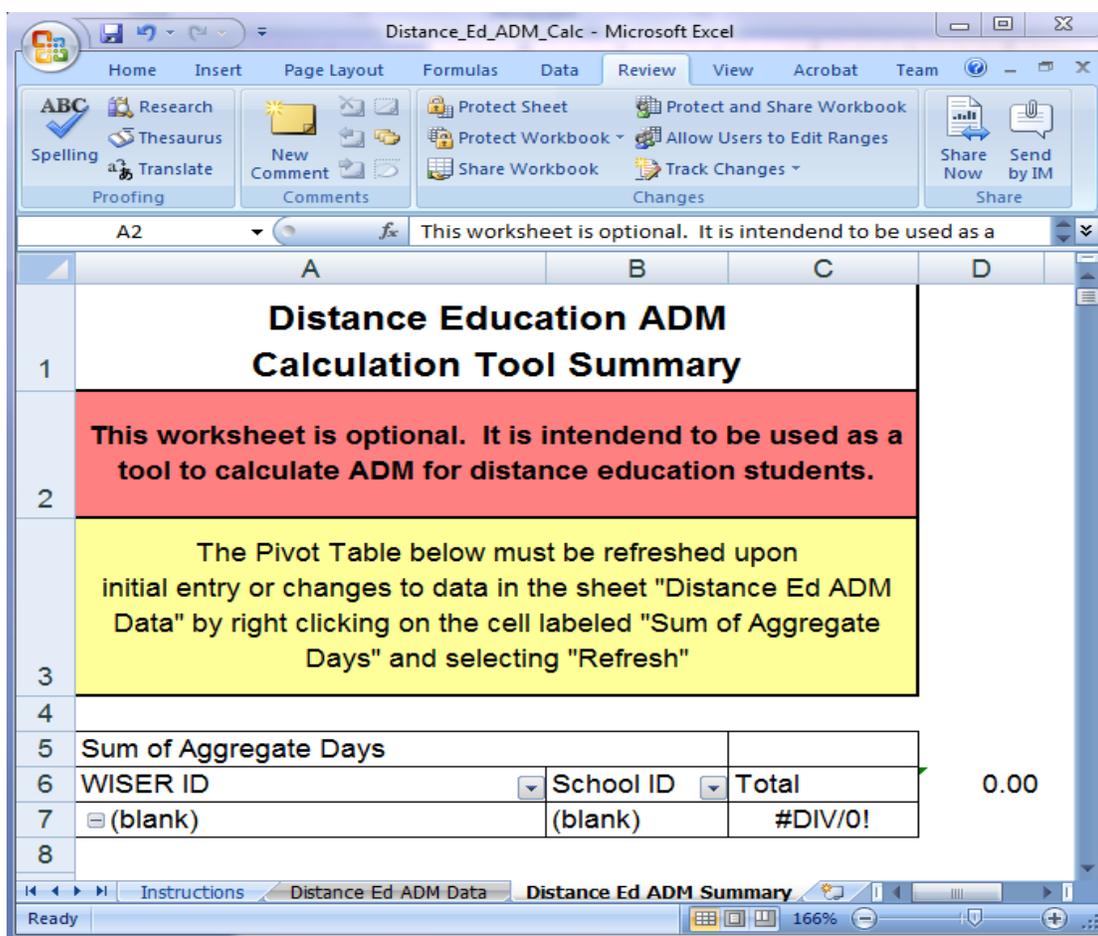


Figure 4: Distance Ed ADM Summary

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

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.

Appendix D: SIF Input Formats

Data Formats - SIF 2.0r1 Submission

This document describes the SIF objects and fields that will be used in the vertical report.

SchoolInfo

Report one SchoolInfo per school in the district.

SIF Field Used	Field #	Field Name
@RefId		
StateProvinceId	2	SchoolID
SchoolName		

StudentPersonal

Report one StudentPersonal object per Student record.

SIF Field Used	Field #	Field Name
@RefId		
StateProvinceId	3	WISERID
Name/LastName	4	StudentLastName
Name/FirstName	5	StudentFirstName
Name/MiddleName	6	StudentMiddleName
Name/Suffix	7	StudentNameSuffix
Demographics/BirthDate	9	StudentDateOfBirth
Demographics/Gender	10	StudentGender
Demographics/RaceList/Race/Code	15, 16, 17, 18, 19, 20	Asian Race, Black Race, Indian Race, Pacific Islander Race, White Race

StudentSchoolEnrollment

Report one StudentSchoolEnrollment object per Student record.

SIF Field Used	Field #	Field Name
@RefId		
@StudentPersonalRefId		
@MembershipType		
@SchoolInfoRefId		
@SchoolYear		
GradeLevel/Code	8	StudentGradeLevel
FTPTStatus		
EntryDate		
ExitDate		

StudentAttendanceSummary

Report non-overlapping StudentAttendanceSummary objects for the student.

SIF Field Used	Field #	Field Name
@StudentPersonalRefId		
@SchoolInfoRefId		
@SchoolYear		
StartDate		
EndDate		
DaysAttended	12	StudentAggregateAttendance
ExcusedAbences		
UnexcusedAbsences	14	StudentAggregateUnexcusedAbsence
DaysInMembership	13	StudentAggregateMembership
SIF_ExtendedElements/SIF_ExtendedElement[@Name='StudentSchoolEnrollmentRefId']		The RefId of the StudentSchoolEnrollment object that corresponds to the StudentAttendanceSummary. SRM uses this link to correctly report the StudentGradeLevel for the attendance record.
SIF_ExtendedElements/SIF_ExtendedElement[@Name='MilestoneFlag']	21	MilestoneDerivedRecord

Appendix E: Superintendent's Memo 2010-173 (5 pages)



Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction
 Hathaway Building, 2nd Floor, 2300 Capitol Avenue
 Cheyenne, WY 82002-0050
 Phone 307-777-7673 Fax 307-777-6234 Website www.k12.wy.us

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:"

School District Superintendents
 School District Principals
 School District Special Education Directors
 Building Intervention Team Coordinators
 Memo No. 2010-173
 October 1, 2010
 Page 2 of 5

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,
4. General Educational Development (GED).

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 order 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

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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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