

WYOMING DEPARTMENT OF EDUCATION

WDE608 – School District Directory Data Collection
May 23, 2016

Data Collection Guidebook

Wyoming Department of Education

WDE608 Data Collection Guidebook

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Introduction

The WDE608 is the annual collection from both school districts and accredited institutions providing a report of school closures and characteristics of Wyoming schools for the upcoming school year.

District staff will be able to review and edit data before certifying the WDE608 collection. This collection will take place within the Directory Manager section of the Wyoming Education Fusion portal. Directory Manager is meant to be used by the Wyoming Department of Education (WDE) and district employees and is inaccessible to the general public.

This guidebook serves as the definitive instruction set for the data contained within the WDE608 Data Collection.

WDE608 Authority

School Districts are required to submit a variety of data collections each year. The data collected by the WDE are critical and essential to the continual growth of Wyoming's education system. There are several authorities that allow the WDE to collect data for the WDE608 collection, they are listed below:

- W.S.21-4-301
- W.S. 21-2-304 (b)(viii)
- W.S. 21-2-202 (a)(viii)
- W.S.21-2-204(c)(vi)
- Public Law 107-110 of the No Child Left Behind Act of 2001

Instructions

Accessing the WDE608 Collection

The WDE608 collection can be accessed through the WDE Fusion Portal at <http://fusion.edu.wyoming.gov>

Within Fusion, click on the white *Login* link at the top of the page and enter your *User Name* and *Password*. Next click the blue *Data Collection* link at the top of the page and then *WDE608-School District Directory* in the blue *Data Collection* box on the left side of the screen. The WDE608 splash/home page will contain links appropriate to your level of access.

If you do not have access to Fusion, click *Request Login* in the upper right-hand corner. If you have access to Fusion but not to the WDE608 link after clicking *Data Collections*, please see

your district’s Fusion Administrator. See the Data Submission portion of this guidebook for more detailed instructions.

WDE608 Elements

The WDE608 data is used to populate the WDE Directory and provide important school status information. Information from the prior year WDE608 is preloaded to districts for them to review and edit. District offices will provide/review the elements **bolded** below and schools will provide/review all elements except Vendor ID and Dun and Bradstreet #. Some of the fields can only be edited by the WDE (please contact Shannon Cranmore if errors are discovered).

- **Name** *Only WDE can edit*
- **Short Name** *Only WDE can edit*
- **District/School ID** *Only WDE can edit*
- **Type** *Only WDE can edit*
- **Parent Organization** *Only WDE can edit*
- **Category** *Only WDE can edit*
- **Web Address**
- **Operating Status**
- **Open Date** *Only WDE can edit*
- **Closed Date**
- **NCES ID** *Only WDE can edit*
- **Fax**
- **Phone**
- **Publish in Directory** *Only WDE can edit*
- **Address Type**
- **Address**
- **Address Line 2**
- **City**
- **Zip**
- **Zip + 4**
- **County**
- **State**
- **Grades** *Only WDE can edit KG – 12*
- **Half Day Kindergarten Hours** *(School element)*
- **Elementary Hours** *(School element)*
- **Middle/Junior High Hours** *(School element)*
- **Senior High Hours** *(School element)*
- **Teacher Days** *(School element)*
- **Student Days** *(School element)*
- **Alternative Schedule** *Only WDE can edit (School element)*
- **Title I School** *Only WDE can edit (School element)*
- **Alternative School** *Only WDE can edit (School element)*
- **Charter School** *Only WDE can edit (School element)*
- **Title III ELL Funded** *Only WDE can edit (District element)*
- **Title III Immigrant Funded** *Only WDE can edit (District element)*
- **Students First Day** *(School element)*
- **Credits Required for graduation** *(High School element)*

- Lunch Participation *Only WDE can edit (School element)*

Name

The organization name is either the district or school name. This field is provided by the WDE.

Short Name

Abbreviated name used by the organization for example Albany County School District #1 has the short name of Albany #1. This field is provided by the WDE.

District/School ID

The WDE 7-digit ID for the district or school. This field is provided by the WDE.

Type

Type describes the kind of Education Institution the organization falls under. For district offices the type will always be School District Administration – 01. For all public schools the type will be Public School-02. This field is provided by the WDE.

Parent Organization

Parent Organization lists are directly correlated with the organization type. For example for School District Administration – 01, the parent type will always be Wyoming Department of Education - 7700005 and for Public School – 02, the only viable parent organizations is the school's district office. This field is provided by the WDE.

Category

Category codes are directly correlated with the Type code. This field is provided by the WDE. For the School District Administration Type the only viable Category is District Administration Office. For the Public School Type organizations are assigned to one of the following categories:

Elementary – P - A school serving grades within the elementary grade band with the possible addition of grade 6.

Elementary/Middle School – E - A K-8 school serving both the elementary grade band (K-5) and the middle grade band (6-8)

High School – H - A school serving grades 9 or 10 through 12

Junior High School – J - A school serving grades 7 and 8 with the option of serving 6 and/or 9

K-12 – A - A school with a single staff and single administrator serving all grades K-12

Middle School – M - A school that serves grades 7 and 8 and may include grades 5 and 6

Secondary School – S - A school serving both the middle and high grade bands, typically 7 – 12 but may include grade 6.

Web Address

The organization's URL (website address). This field is posted in the directory and used to update web addresses in the School District Websites link in the Fusion Directory. URLs must start with http:// or https:// using a small case "h".

Operating Status

In the drop down box organizations can choose one of the following operating statuses: *active*, *inactive*, or *closed*. An example of inactive would be if a new school has been assigned an organization number but doors will not yet be open to students in the upcoming school year.

Open Date

This is the date the organization was opened. For organizations that have opened, closed and reopened it will be the most recent opening date. This field is provided by the WDE.

Closed Date

This date will remain blank unless the organization has closed its door to students. This element is not be confused with Students Last Day.

NCES ID

The agency identification number assigned by the National Center for Education Statistics. The ID is a two-digit state code followed by a five-digit number, unique to each agency. In the WDE608 only the last five digits are used. This field is provided by the WDE.

Fax

The fax number (including area code) used by the organization.

Phone

The organization telephone number, including the area code. An extension with up to five digits can be added.

FTE Class Load

FTE Class Load is the number of classes a full time equivalent secondary teacher teaches, excluding prep time. Elementary schools will not be able to edit this field.

Publish in Directory

All district office and school contact information is published in the Wyoming Department of Education Directory. This field is provided by the WDE.

Address Type

The address type field is only used when a physical or mailing address was not previously entered or an address is being edited. When active, the drop box will offer a choice between mailing and / or physical. If both a physical and mailing address are currently listed (below the county field) there will be no options listed in the drop box. Organizations are required to list both a mailing and physical address even if they are the same.

To change an address after it has been entered, the Edit link must be selected next to the appropriate address. Once the link has been selected, the address information will move from the list below and appear in the seven address information fields. The address information can then be edited. The Save link in the address information section must be selected to retain address edits.

Address

The mailing address or physical street address - dependent upon the address type selected. Mailing addresses are P.O. Box numbers where mail is delivered. Physical addresses are the street number and street name where the school/district office is physically located. If the organization does not have a P.O. Box, the mailing and physical addresses will be the same. Do not use the address of the district office for the school address, unless they actually are located in the same building.

Address Line 2

Use to add additional address information if necessary.

City

The city where the organization is located and/or mail is delivered.

Zip

Five digit identifier assigned by the US Postal Service.

Zip + 4

This code is an enhancement to the zip code and consists of four digits that identify a specific range of delivery addresses.

County

The county where the organization is located.

State

For the purpose of this collection, the state location will always be Wyoming.

Grades

The grades served from KG - 12 will be pre-populated, however, schools will need to report if they serve preschool (PK), full day kindergarten (FK) or half day kindergarten (HK).

Half-day Kindergarten Hours

The number of hours of student contact time in a school year. To correctly calculate, take the number of hours in a regular school day, subtract lunch time (recess or passing time may be included also), then multiply that total by the number of school days. Schools that do not participate in half-day kindergarten will leave this field blank.

Elementary Hours

The number of hours of student contact time in a school year. To correctly calculate, take the number of hours in a regular school day, subtract lunch time (recess or passing time may be

included also), then multiply that total by the number of school days. Use the schedule for the majority of the students and ignore half-day kindergarten while including full day kindergarten. Schools that do not instruct elementary students will leave this field blank.

Middle/Junior High Hours

The number of hours of student contact time in a school year. To correctly calculate, take the number of hours in a regular school day, subtract lunch time (passing time may be included), then multiply that total by the number of school days. Use the schedule for the majority of the students. Schools that do not instruct middle or junior high students will leave this field blank.

Senior High Hours

The number of hours of student contact time in a school year. To correctly calculate, take the number of hours in a regular school day, subtract lunch time (passing time may be included), then multiply that total by the number of school days. Use the schedule for the majority of the students. Schools that do not instruct high school students will leave this field blank.

Teacher Days

The number of days, teachers are contracted to be at work including student days, in-service days, parent-teacher conferences, and prep days.

Student Days

The number of days students attend school during the school year.

Alternative Schedule *

This *yes* or *no* field denotes whether a school has been approved by the WDE for an alternative school schedule. This field is provided by the WDE and cannot be edited.

Title I School *

This field denotes whether a school is Not a Title I Eligible, Title I Eligible but not Funded, School Wide Title I school or a Targeted Title I school. This field is provided by the WDE and cannot be edited.

Alternative School *

This *yes* or *no* field denotes whether a school is an Alternative School. This field is provided by the WDE and cannot be edited.

Charter School *

This *yes* or *no* field denotes whether a school is a charter school. This field is provided by the WDE and cannot be edited. (A charter school is a school established and maintained independently of the existing school district structure by teachers, parents, pupils and community members under W.S. 21-3-201 through W.S. 21-3-207.)

Title III ELL Funded *

This *yes* or *no* field denotes whether a district receives Title III ELL program funds. This field is provided by the WDE and cannot be edited.

Title III Immigrant Funded *

This *yes* or *no* field denotes whether a district receives Title III immigrant program funds. This field is provided by the WDE and cannot be edited.

*** Note: If any of the fields followed with an asterisk are not correct please contact the WDE608 data steward.**

Students First Day

The date of the first day that students attend school. Must be between August 1 and September 30 of the current year. Date should be entered in the format: MM/DD/YYYY.

Students Last Day

The date of the last day that students attend school. Must be between May 1 and June 30 of the upcoming year. Date should be entered in the format: MM/DD/YYYY.

Lunch Participation

Status of the school under the National School Lunch Program. This field is provided by the WDE and cannot be edited. USDA Provision 2, USDA Provision 3, USDA free/reduced lunch program, Local free/reduced lunch program, USDA community eligibility provision, No USDA eligibility criteria based free/reduced lunch program, Unspecified, only used for institutions and private schools.

Credits Required for Graduation

The total number of high school credit hours required for graduation for students entering 9th grade during 2016-17 school year.

Collection Schedule

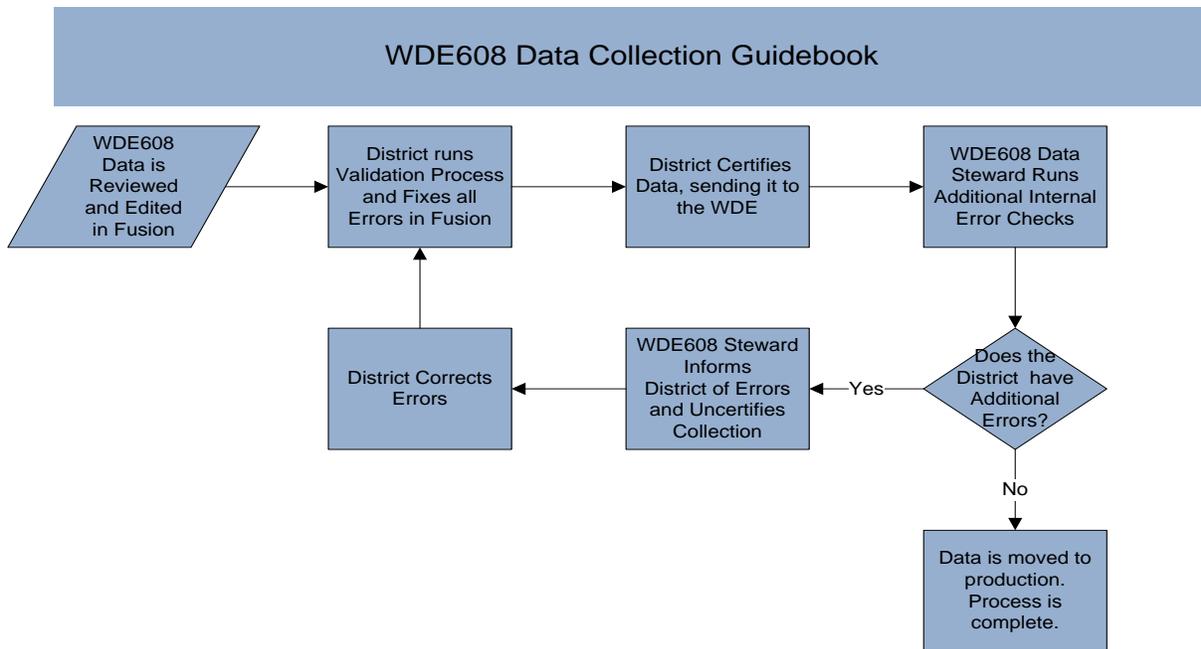
WDE608 Spring Collection Window: May 23– June 24, 2016

School district personnel may edit the WDE608 data and certify any day or time during the collection window.

It is **highly** recommended that each school district validate their data by Wednesday, June 17, 2016. This will ensure that errors can be corrected and the data can be certified before the due date.

Corrections to the spring 2016 WDE608 data are restricted to a firm timeline because the WDE608 drives the WDE609 collection.

The spring WDE608 is due June 24, 2016.



Data Submission

The WDE608 is submitted via the Wyoming Education Fusion Portal. The Fusion portal allows school districts to submit data more effectively and efficiently.

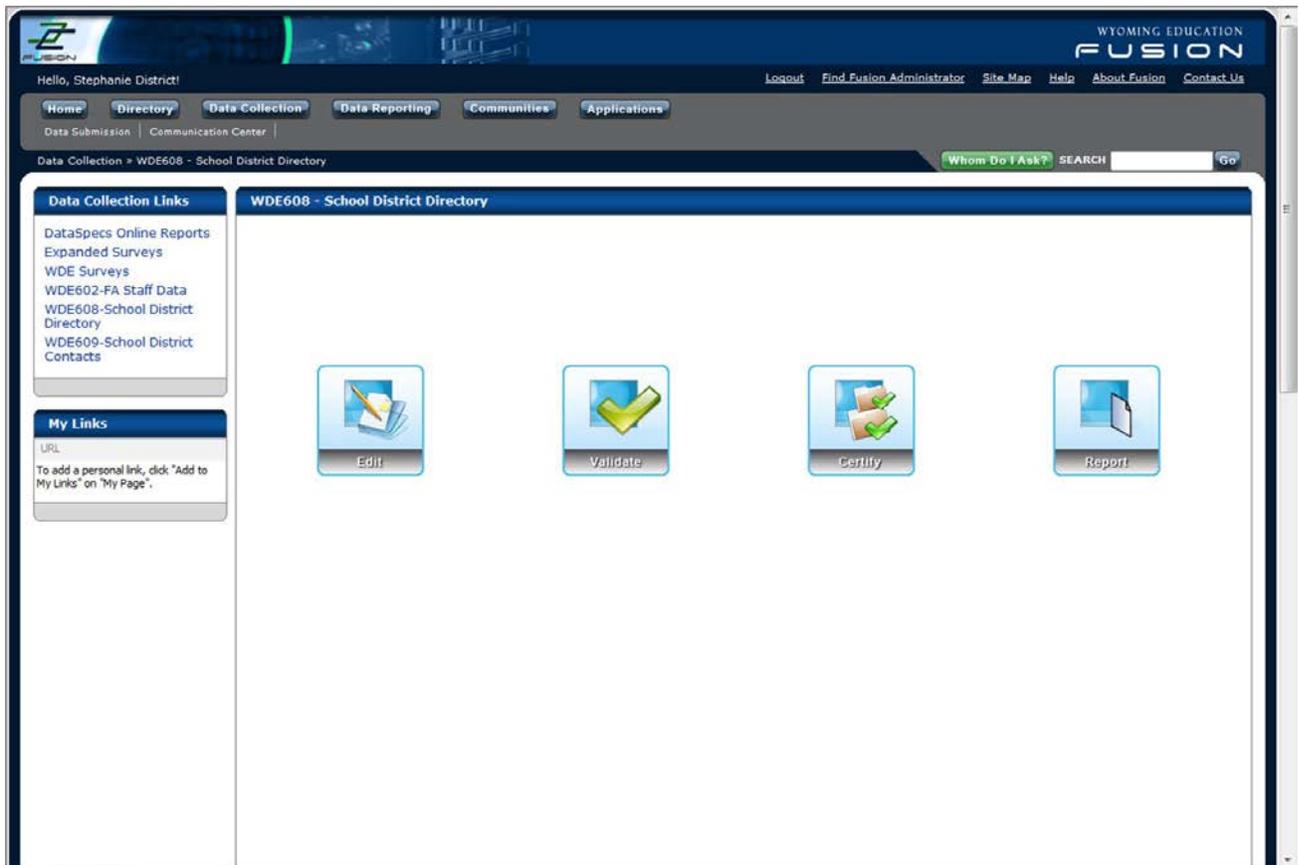
Accessing the WDE608 Collection

Once logged-in to the secure Fusion website, <http://fusion.edu.wyoming.gov>, the user will click the on the *Data Collection* link at the top of the page and then *WDE608-School District Directory* in the blue *Data Collection* box on the left side of the screen. The WDE608 splash/home page will contain links appropriate to your level of access

If you do not have access to Fusion, click *Request Login* in the upper right-hand corner. If you have access to Fusion but not the WDE608 link after clicking *Data Collections*, please see your district's Fusion Administrator. If you don't know who your district Fusion Administrator is, click on the *Find Fusion Administrator* link at the top of the page.

Home Page

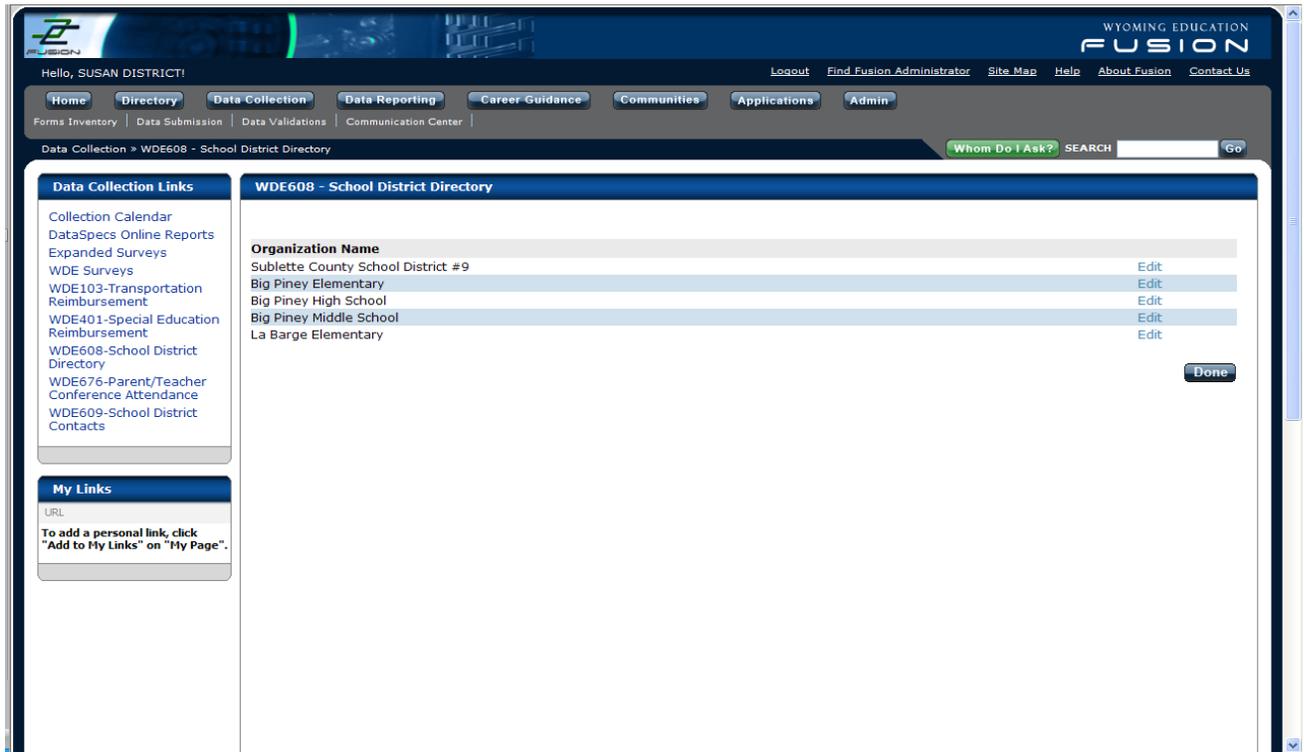
The following is the WDE608 home page seen after clicking *WDE608-School District Directory*:



Edit a District/School Organization

To edit a school organization or district organization, click *Edit* on the home page. You are taken to the following screen on which you will select the district organization or school you wish to update by clicking *Edit* next to the appropriate organization.

You will only see the organizations which you have the rights to edit.



Click *Done* to return to the home page. Click *Edit* to edit the school's/district's information as shown in the following screenshots.

Update all information and click *Save* at the bottom of the page. Some of the fields will be pre-populated, and others will need to be filled in. For example, grades KG-12 are pre-populated, but if you have a school that offers PK, FK, or HK, you will need to fill in that field.

After clicking *Save*, you are taken to a page that reviews all the data you just entered. Please look over the information. At the bottom of the page, there is an *Edit* button that will take you back to the editable screen and a *Done* button that will take you back to your list of organizations. It is important that you review the information for all the organizations on the list.

Top of the screen:

WDE608 - School District Directory

Name* Kemmerer Elementary **Short Name*** Kemmerer Elementary **District/School ID*** 1201001

Type* Public School - 02 **Parent Organization*** Lincoln County School Distr **Category*** Elementary School - P

Web Address http://www.lcsd1.k12.wy.us **Operating Status*** Active **Open Date*** 7/1/1989

Closed Date **NCES ID** 00197 **Fax** 307 - 877 - 9522

Phone 307 - 877 - 5584 Ext

Organization Generic Information

Publish in Directory
 Yes No

Address Information

Address Type --Select-- **Address** **Address Line 2**

City **Zip** **Zip + 4**

County **State** Wyoming

[Add Another](#)

Address Type	Address	Address Line 2	City	More Info

Center of the page:

City **Zip** **Zip + 4**

County **State** Wyoming

[Add Another](#)

Address Type	Address	Address Line 2	City	More Info
Mailing Address	P. O. Box 335		Diamondville	More Edit Delete
Physical Address	1401 Lincoln Heights Drive		Kemmerer	More Edit Delete

Grades

PK FK HK KG 01 02 03 04 05 06 07 08 09 10 11 12

Services
No services available

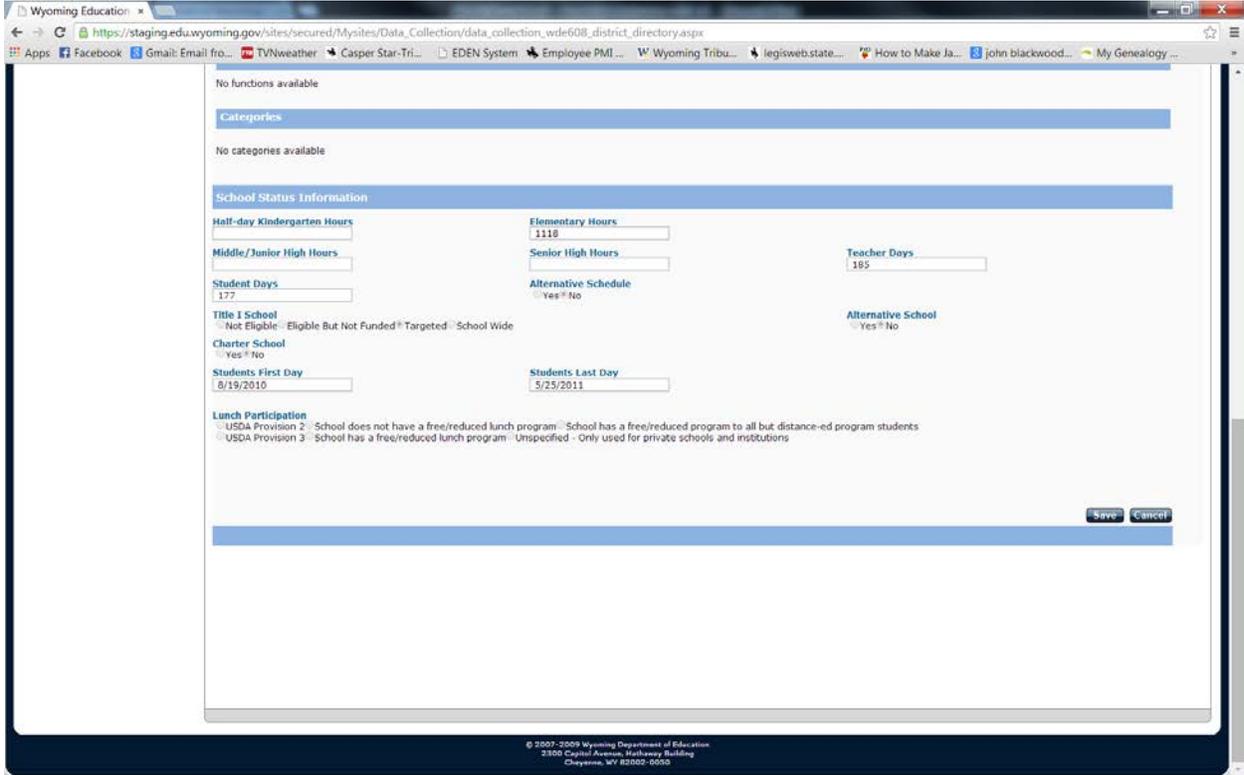
Functions
No functions available

Categories
No categories available

School Status Information

Half-day Kindergarten Hours **Elementary Hours**

Bottom of the page:

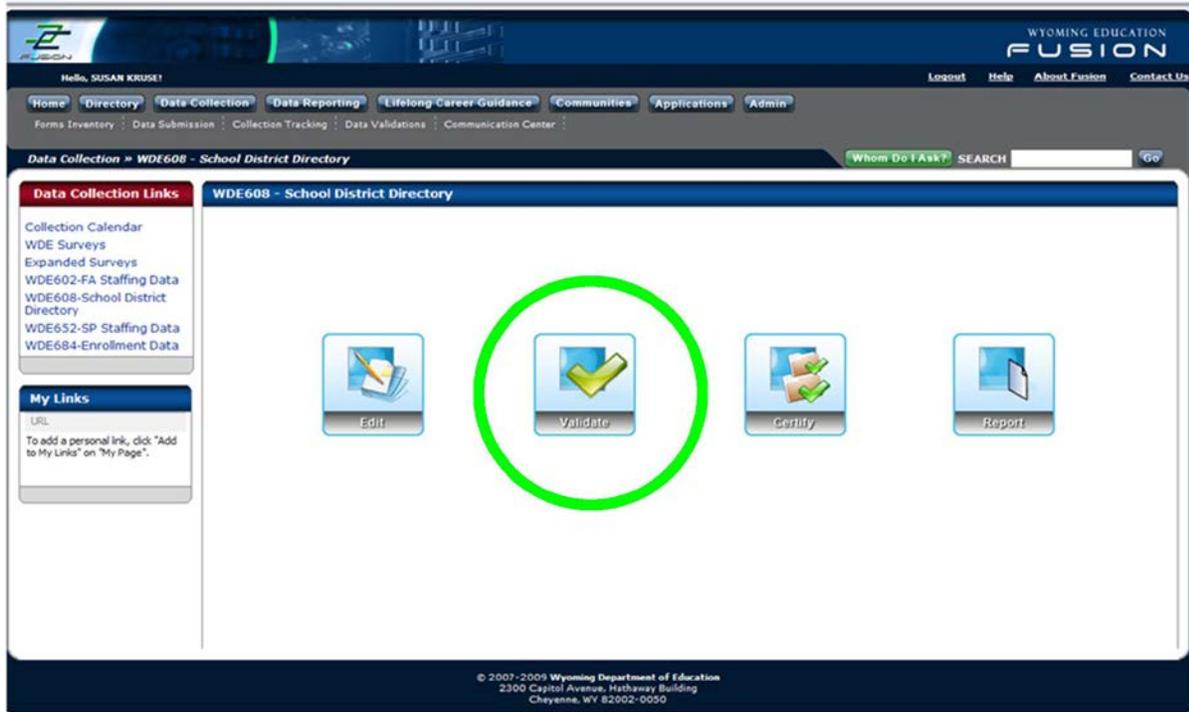


Note: Credits Required for Graduation will only be seen for schools that serve grade 12.

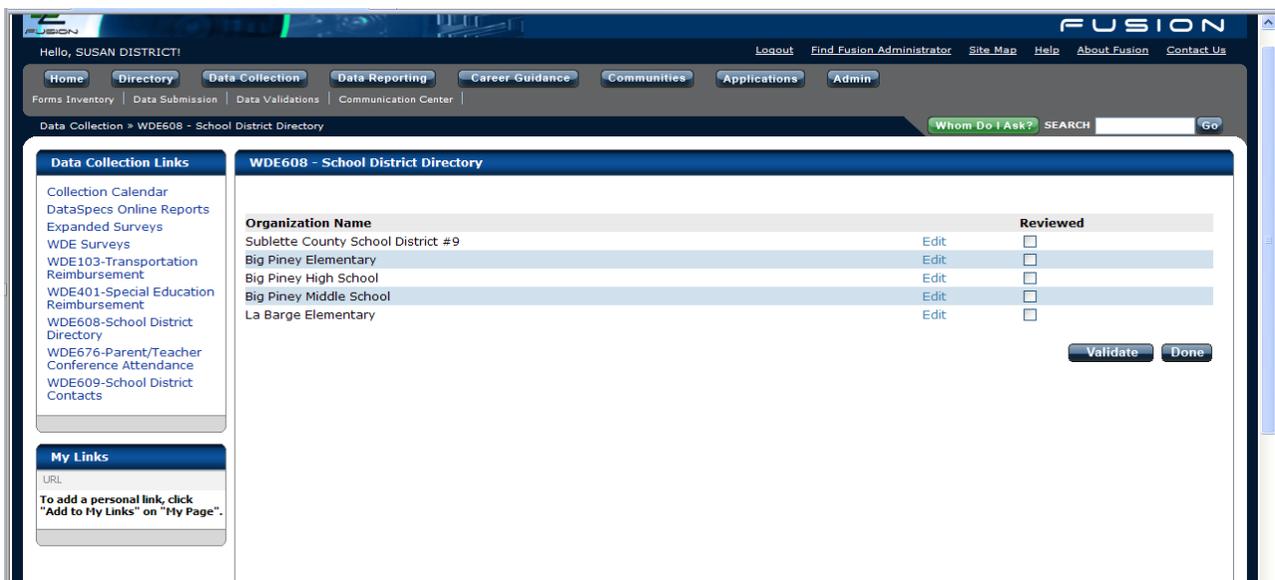
Validate Data

To validate data to ensure there are no errors before certifying, click *Validate*:

.....



You will then be taken to a screen that lists all the organizations within your district, each with an *Edit* link and a *Reviewed* checkbox:



If an organization has been reviewed through the *Edit* process, check the *Reviewed* box next to the organization’s name. The data will not be certified for organizations that do not have the *Reviewed* box checked.

Note: Once a box is checked and *Validate* or *Done* is clicked, the box will be checked and grayed out and cannot be unchecked.

Click *Validate* to validate the data for all the organizations on this screen for which the *Reviewed* checkbox is checked.

Click *Done* to return to the home page.

Note: If Reviewed has been checked for all of the schools in your district, for example if you are clicking on the Validate link on the home page for the second time, you skip the above page and are taken directly to the list of schools with errors and their error count, shown below.

After validating, the system will check for errors in the data (e.g., apply the business rules in Appendix A) and display the following screen if one or more errors are found in the data:



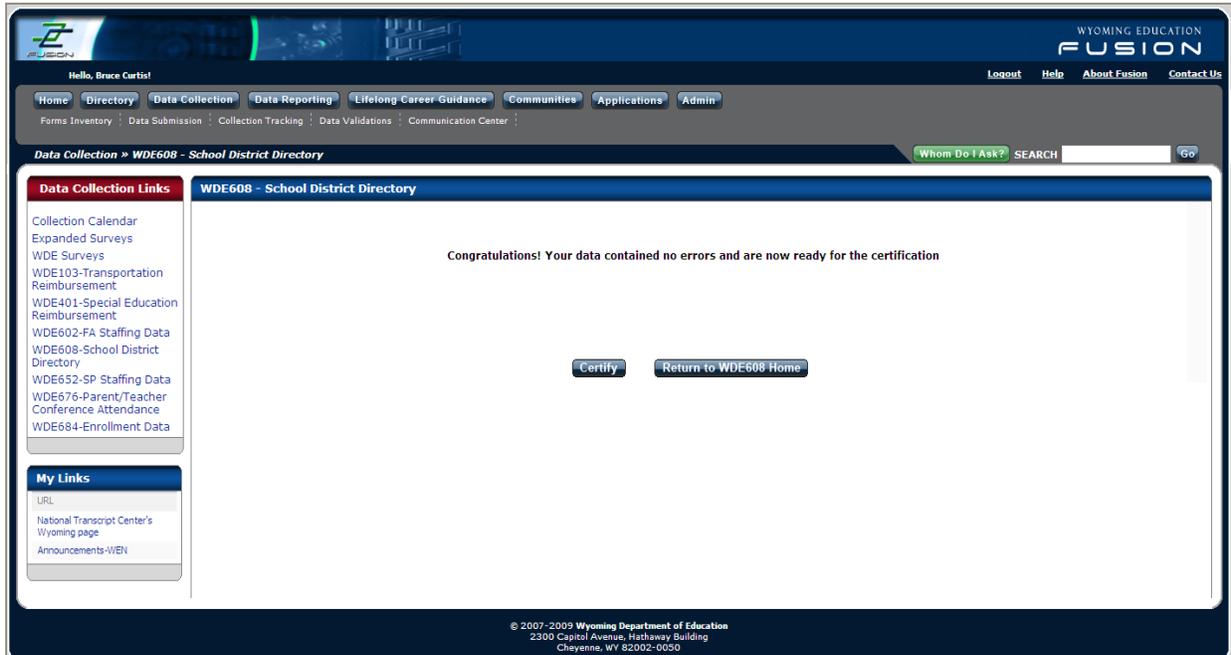
Click on the school/organization name and scroll down to see a list of errors in the *Comments* section at the bottom of the screen:

All errors must be corrected before the data can be certified.

After the errors are corrected, click *Save* (or *Cancel* to return to the list of schools/organizations with errors without saving changes). The screen is refreshed with the new information, and there are *Edit* and *Done* buttons at the bottom of the screen. Click *Edit* to edit the information again; click *Done* to return to the list of organizations with errors; if you have successfully fixed all the errors with an organization, it will be removed from the list.

You may fix other errors by clicking another organization's name or click *Done* to return to the home page.

Once all of the data is error free, the following screen is displayed:



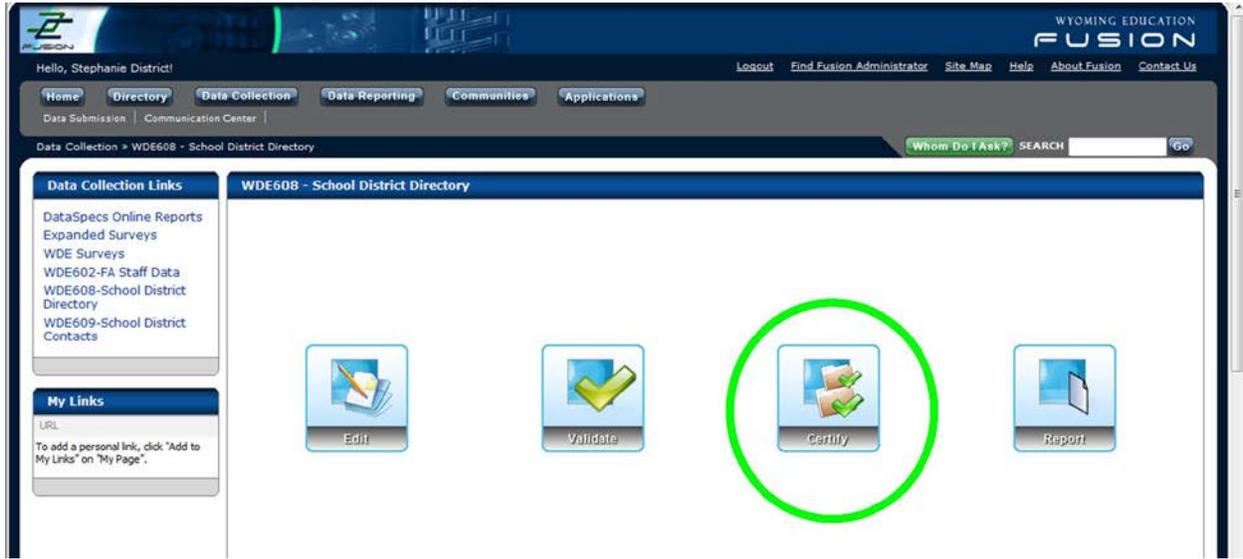
You will now be given the opportunity to certify the data or return to the WDE608 home page. Certification rights are usually reserved for someone at the district level. If you only have edit rights, you will not see the *Certify* button.

Click *Certify* to begin the certification process. This is the same as clicking *Certify* on the home page (see Section 4). Note that the first step in certifying data is to validate the data, so you should see a second message confirming the lack of errors in the data after clicking *Certify*.

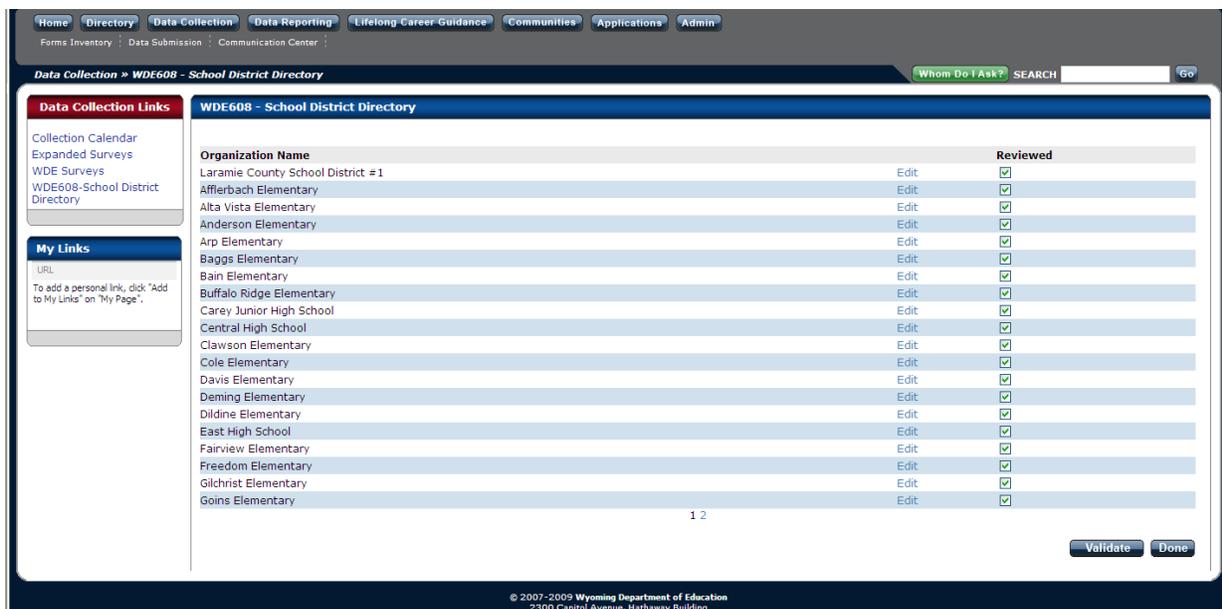
Click *Return to WDE608 Home* to return to the home page.

Certify Data

Once you have validated the data and determined that there are no errors, the data may be certified. Click *Certify* on the WDE608 home page (or at the end of the validation process as described above).



If all of the *Reviewed* boxes next to the organization's names weren't checked in the Validation process, you will be brought back to the review list. Every organization must be reviewed/edited and checked off to proceed. Once finished, click *Validate*.



After clicking *Validate*, the system validates the data and displays the following screen if there were no errors found.

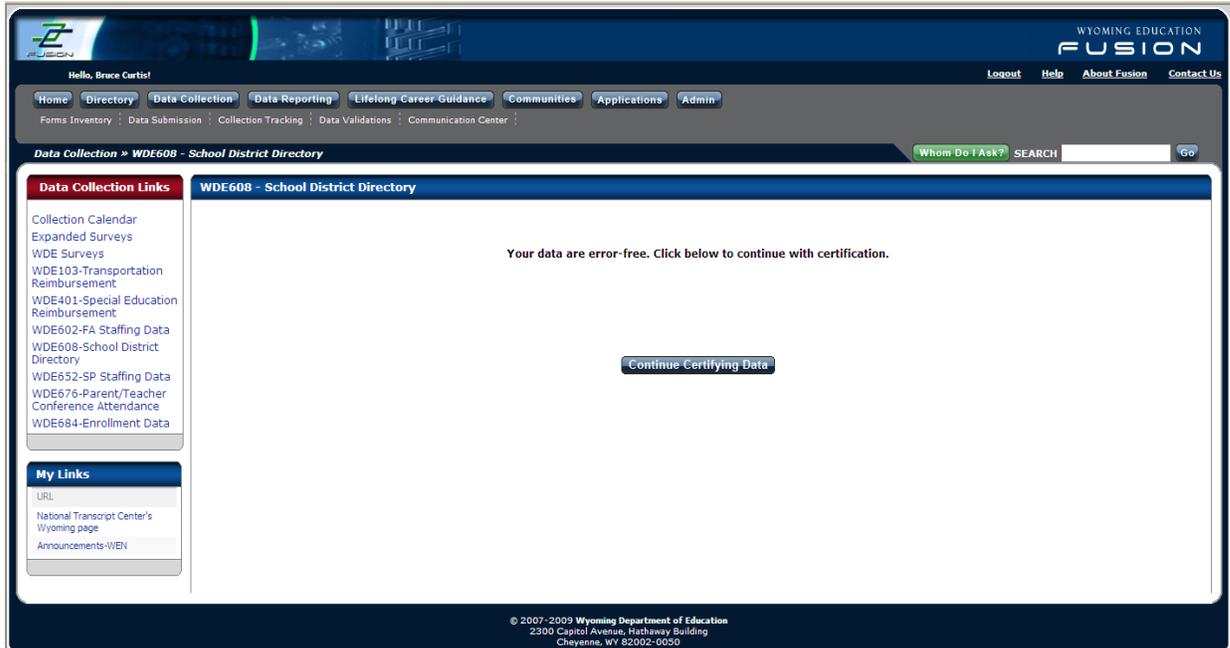
Note: You are taken directly to this screen after clicking *Certify* on the WDE608 home page if all of the Reviewed boxes were already checked and there were no errors in the data.

Click *Certify* to begin the certification process or *Return to WDE608 Home*.

Note: Once the collection is certified, the data cannot be edited. Certification completes your submission to the WDE.

The screenshot shows a web application interface for the WDE608 School District Directory. At the top, there is a navigation menu with links for Home, Directory, Data Collection, Data Reporting, Lifelong Career Guidance, Communities, Applications, and Admin. Below the navigation menu, there is a search bar with the text "Whom Do I Ask?" and a "SEARCH" button. The main content area is titled "WDE608 - School District Directory" and displays a congratulatory message: "Congratulations! Your data contained no errors and are now ready for the certification". Below the message are two buttons: "Certify" and "Return to WDE608 Home". On the left side of the page, there is a sidebar with two sections: "Data Collection Links" and "My Links". The "Data Collection Links" section lists several data collection categories: Collection Calendar, WDE Surveys, Expanded Surveys, WDE602-FA Staffing Data, WDE608-School District Directory, WDE652-SP Staffing Data, and WDE684-Enrollment Data. The "My Links" section contains a "LURL" field and instructions: "To add a personal link, click 'Add to My Links' on 'My Page'". At the bottom of the page, there is a copyright notice: "© 2007-2009 Wyoming Department of Education, 2300 Capitol Avenue, Mathaway Building, Cheyenne, WY 82002-0030".

The screen below appears after clicking *Certify*. Click *Continue Certifying Data*. Once certification is complete you will see a message on the screen indicating that your certification is complete.

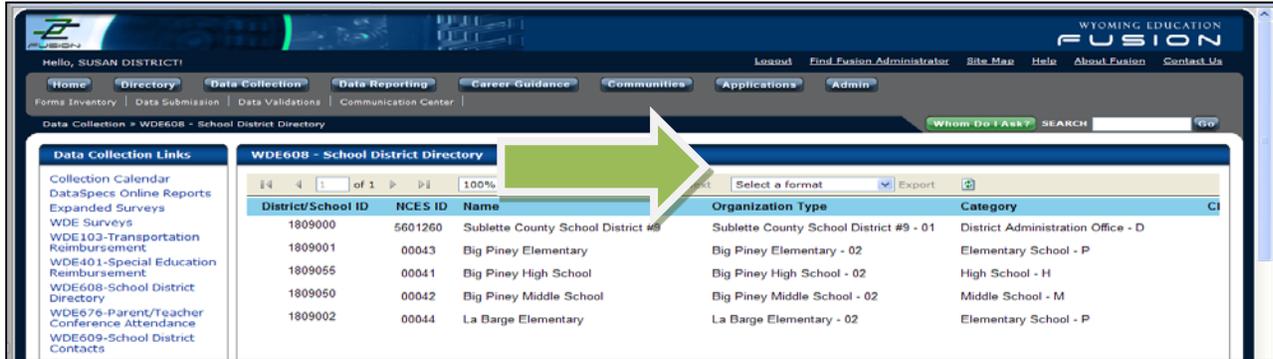


Click *Return to WDE608 Home* to return to the home page or *Print WDE608 Data* to save or export and print the submitted data. You may also move to another portion of Fusion or exit Fusion at this time.

Once your data are certified, you will no longer be able to edit the information. If you find an error, contact Shannon Cranmore at shannon.cranmore@wyo.gov or 307-777-6245 to have your data decertified.

Printing Data

In order to print a complete spreadsheet of the WDE608 data you submitted, select an export format from the drop box at the top of the page and then click on the highlighted export link. The document can then be opened and printed or saved to your hard drive.



Reports

To access a summary of the validation and certification process for the WDE608, click Report on the WDE608 home page. The report lists all the organizations in your district, who validated each organization, and the name of the person who certified the data and sent it WDE. To export the report, click on either the *Excel*, *PDF* or *CSV* link at the top right of the page.

WDE608 Fusion Rights

The presence of links in the red *Admin Links* window on the left depend on the user's rights:

Role	Edit	Validate	Certify	Report
WDE608 Read	No	No	No	Yes
WDE608 Edit	Yes	Yes	No	Yes
WDE608 Certify	Yes	Yes	Yes	Yes

The *Edit* button is available year-round because there are a few data fields, such as address and phone that are editable year-round. *The Validate and Certify buttons are only available during the open collection window for WDE608: May 23 to June 24, 2016.* During this window, if the user has rights for an action as specified above, the button appears; if not, the button does not appear.

The *WDE608* window shows a list of all the schools for which the user has rights. The *Reviewed* checkbox is used to indicate that a user has reviewed the school's/organization's information and made any necessary changes – and that school is ready for validation and certification. This column of checkboxes is also only displayed during the collection window. The collection cannot be certified until all boxes are checked.

Errors in Data

Once the WDE608 has been certified and sent to the WDE, the Data Steward will manually import the information into the database and run additional internal error checks. If additional errors are found the district will be notified via an e-mail and the collection will be decertified allowing districts to fix the errors.

If districts determine they entered data in error they can contact the WDE608 data collection steward and have the data decertified. This will allow for the collection to be edited and resubmitted.

Send to WDE

Once all errors have been corrected the data can be revalidated and recertified, sending it to the WDE. All additional errors must be corrected by July 10, 2016 in order to prepare for the opening of the WDE609 collection.

Frequently Asked Questions

Whom do I contact regarding WDE608 content questions?

Shannon Cranmore – 307-777-6245 or shannon.cranmore@wyo.gov

Whom do I contact regarding submission questions or problems?

Shannon Cranmore – 307-777-6245 or shannon.cranmore@wyo.gov

Whom do I contact regarding username and passwords for Fusion?

Your district's Fusion Administrator.

Whom do I contact regarding the WDE Fusion project as a whole?

Susan Williams – 307-777-6252 or susan.williams@wyo.gov

Appendix A: Business Rules

RULE #	RULE TYPE	PROBLEM DESCRIPTION	PROBLEM DETAILS
1002	ERROR	Invalid Category/Hours	Secondary school must have a minimum of 1050 hours for Middle, 1100 for High; Kindergarten and Elem must be blank
1003	ERROR	Invalid Category/Grades	Elementary school must serve a grade between PK and 6
1004	ERROR	Invalid Category/Grades	Elementary/Middle school must serve a grade between PK and 5 and a grade between 6 and 8
1005	ERROR	Invalid Category/Grades	High school must serve a grade between 9 and 12
1006	ERROR	Invalid Category/Grades	Junior High school must serve a grade between 5 and 9
1007	ERROR	Invalid Category/Grades	K-12 school must serve a grade between PK and 5, a grade between 6 and 8 and a grade between 9 and 12
1008	ERROR	Invalid Category/Grades	Middle school must serve a grade between 5 and 9
1009	ERROR	Invalid Category/Grades	Secondary school must serve a grade between 7 and 12
1010	ERROR	Invalid Category/Hours	Elementary school must have a minimum of 900 hours for Elem; Middle and High must be blank
1011	ERROR	Invalid Category/Hours	Elementary/Middle school must have a minimum of 900 hours for Elem and 1050 hours for Middle; High must be blank
1012	ERROR	Invalid Category/Hours	High school must have a minimum of 1100 hours for High; Kindergarten, Elem, and Middle must be blank
1013	ERROR	Invalid Category/Hours	Junior High/Middle schools must have a minimum of 1050 hours for Middle; Kindergarten, Elem, and High must be blank
1014	ERROR	Invalid Category/Hours	K-12 school must have a minimum of 900 hours for Elem, 1050 hours for Middle, and 1100 hours for High
1015	ERROR	Invalid Address	Mail Address is required
1019	ERROR	Invalid Dun and Bradstreet #	Dun and Bradstreet # is required for each district and must be 9 digits
1020	ERROR	Invalid Grade/Hours	When HK served, Half-Day KG must have between 440 and 700 hours
1021	ERROR	Invalid Grade/Hours	When HK is not served, Half-Day KG hours must be blank
1022	ERROR	Invalid Physical Address	Physical Address is required
1023	ERROR	Invalid Student Days	When school is not on an alternative schedule, Student Days must be greater than 175
1024	ERROR	Invalid Student Days	Student Days is required and must be between 100 and 255
1025	ERROR	Invalid Student First Day	Students First Day is required must be between July 1 and September 30 of current year
1026	ERROR	Invalid Student Last Day	Students Last Day is required must be between May 1 and June 30 of next year

RUL E #	RULE TYPE	PROBLEM DESCRIPTION	PROBLEM DETAILS
1027	ERROR	Invalid Teacher Days	Teacher Days is required and must be between 150 and 255
1028	ERROR	Invalid Zip Code	Zip Code is required
1029	ERROR	Invalid FTE Class Load	FTE Class Load must have a value when serving a grade between 7 and 12; otherwise it must be blank
1031	ERROR	Invalid Phone	Phone Number is required
1041	ERROR	Invalid Student Days	Student Days is required and must be between 125 and 260.
1042	ERROR	Invalid Teacher Days	Teacher Days is required and must be between 150 and 260.
1043	ERROR	Missing Full-Day Kindergarten	District must have at least one school serving full-day Kindergarten.
1044	ERROR	Invalid Phone	Fax Number is required.
1050	ERROR	Invalid URL	URL is required and must be in a valid format
1051	ERROR	Invalid Student Days	When school is on an alternative schedule, Student Days must be less than 175.
1100	ERROR	Missing School	No data submitted for school.
1200	ERROR	Invalid Category/Hours	Accredited Institution must have Elementary hours if any grade PK – 5 is selected.
1201	ERROR	Invalid Category/Hours	Accredited Institution must have Junior High/Middle School hours if any grade 6 - 8 is selected.
1202	ERROR	Invalid Category/Hours	Accredited Institution must have High School hours if any grade 9 - 12 is selected.
1210	ERROR	Missing Student' First Day	Accredited Institution Students First Day is required
1211	ERROR	Missing Students Last Day	Accredited Institution Students Last Day is Required
2000	WARNING	Invalid CityCounty	Location City and County combination has not been used previously for this school

Appendix B: WDE608 Organization Data Elements

FIELD #	FIELD NAME	LENGTH	VALID VALUES/FORMAT NOTES	DEFINITIONS
1	Name	80	Organization Name	Data Provided by the WDE
2	Short Name	40	Organization Name Abbreviated	Data Provided by the WDE
3	District/School ID	7	A valid 7-digit School or District ID	Data Provided by the WDE
4	Type	30	Name Characters with a Valid 2-digit code	Data Provided by the WDE
5	Parent Organization	30	Name Characters with Valid 7-digit Identifier	Data Provided by the WDE
6	Category	30	Name Characters with a Valid Identifying Letter.	Data Provided by the WDE
7	Web Address	100	Valid Web Site Address	Organization Web Address
8	Operating Status	6 - 8	Active Inactive Closed	Districts will select from a drop box the status of the organization in the upcoming school year.
9	Open Date	10	MM/DD/YYYY	Data Provided by the WDE
10	Closed Date	10	MM/DD/YYYY	Date organization closed if applicable.
11	NCES ID	7	A valid 7-digit NCES ID	Data Provided by the WDE
12	Fax	10	Numeric Value	The fax number (including area code) used by the organization. Format: 307-###-####
13	Phone	10	Numeric Value	The organization telephone number. Format: 307-###-####
14	Ext.	5	Numeric Value	The telephone extension if applicable, for the administrator.
15	Vendor ID	12	Alphanumeric VC#####	Data Provided by WDE. Field required for District Offices only.
16	Dun and Bradstreet #	9	Nine Digit Number, Used only for Districts.	An identifier will be used for tracking purposes, and to validate address and point of contact information. Field required for District Offices only.
17	Publish in Directory	1	Yes No	Data Provided by the WDE

FIELD #	FIELD NAME	LENGTH	VALID VALUES/ FORMAT NOTES	DEFINITIONS
18	Address Type	Drop Box	Choose between Physical Address or Mailing Address	Districts/Schools will be required to provide both a physical and mailing address. Once an address is entered and saved the address type will be removed from the Address Type drop down box. Addresses will then be seen in the Address display field below. When the address edit link is selected the address fields in the Address Information section will once again appear and become editable. When the address is deleted the address is omitted from the system and the address fields are one again editable and the address type reappears in the drop down box.
19	Address	40	Numeric and Name Characters	The street number and street name or post office box number where mail is to be delivered. This field provides the address for the Address type selected.
20	Address Line 2	40	Numeric and Name Characters	Mailing Address Line 2.
21	City	20	Name Characters	The city where the physical or mailing addresses are located.
22	Zip	5	Numeric Value	Zip Code where the mail will be delivered.
23	Zip + 4	4	Numeric Value	This code is an enhancement to the zip code and consists of four digits that identify a specific range of delivery addresses.
24	County	15	Name Characters	The county where the mailing or physical address is located.
25	State	7	Name Character	The state where the physical and mailing addresses are located.
26	PK	1	A Checked Field Denotes Yes.	Does this school serve prekindergarten?
27	FK	1	A Checked Field Denotes Yes.	Does this school serve full-day kindergarten?
28	HK	1	A Checked Field Denotes Yes.	Does this school serve half-day kindergarten?
29	KG	1	A Checked Field Denotes Yes.	Data Provided by the WDE
30	01	1	A Checked Field Denotes Yes.	Data Provided by the WDE

FIELD #	FIELD NAME	LENGTH	VALID VALUES/ FORMAT NOTES	DEFINITIONS
31	02	1	A Checked Field Denotes Yes.	Data Provided by the WDE
32	03	1	A Checked Field Denotes Yes.	Data Provided by the WDE
33	04	1	A Checked Field Denotes Yes.	Data Provided by the WDE
34	05	1	A Checked Field Denotes Yes.	Data Provided by the WDE
35	06	1	A Checked Field Denotes Yes.	Data Provided by the WDE
36	07	1	A Checked Field Denotes Yes.	Data Provided by the WDE
37	08	1	A Checked Field Denotes Yes.	Data Provided by the WDE
38	09	1	A Checked Field Denotes Yes.	Data Provided by the WDE
39	10	1	A Checked Field Denotes Yes.	Data Provided by the WDE
40	11	1	A Checked Field Denotes Yes.	Data Provided by the WDE
41	12	1	A Checked Field Denotes Yes	Data Provided by the WDE
42	Half-day Kindergarten Hours	4	Numeric Value	The number of hours of student contact time in a school year. To correctly calculate, take the number of hours in a regular school day, subtract lunch time (recess or passing time may be included also), then multiply that total by the number of school days. Schools that do not participate in half-day kindergarten will leave this field blank.
43	Elementary Hours	4	Numeric Value	The number of hours of student contact time in a school year. To correctly calculate, take the number of hours in a regular school day, subtract lunch time (recess or passing time may be included also), then multiply that total by the number of school days. Use the schedule for the majority of the students and ignore half-day kindergarten while including full day kindergarten. Schools that do not instruct elementary students will leave this field blank.

FIELD #	FIELD NAME	LENGTH	VALID VALUES/FORMAT NOTES	DEFINITIONS
44	Middle/Junior High Hours	4	Numeric Value	The number of hours of student contact time in a school year. To correctly calculate, take the number of hours in a regular school day, subtract lunch time (recess or passing time may be included also), then multiply that total by the number of school days. Use the schedule for the majority of the students. Schools that do not instruct middle or junior high students will leave this field blank.
45	Senior High Hours	4	Numeric Value	The number of hours of student contact time in a school year. To correctly calculate, take the number of hours in a regular school day, subtract lunch time (recess or passing time may be included also), then multiply that total by the number of school days. Use the schedule for the majority of the students. Schools that do not instruct high school students will leave this field blank.
46	Teacher Days	3	Numeric Value	The number of days, teachers are expected to be at work including student days, in-service days, parent-teacher conferences, and prep days.
47	Student Days	3	Numeric Value	The number of days students attend school during the school year.
48	Alternative Schedule	1	Yes or No	Data Provided by the WDE
49	Provision 2 or 3	1	Yes or No	Data Provided by the WDE
50	Title I School	1	Not Eligible, Eligible but not Funded, School Wide, Targeted	Data Provided by the WDE. If you have questions regarding your Title I status Call Jen Peterson @ 307-777-6216
51	Alternative School	1	Yes or No	Data Provided by the WDE.
52	Charter School	1	Yes or No	Data Provided by the WDE
53	Title III ELL Funded	1	Yes or No	Data Provided by the WDE
54	Title III Immigrant Funded	1	Yes or No	Data Provided by the WDE
55	Students First Day	8	MM/DD/YYYY	The date of the first day that students attend school. Must be between August 1 and September 30 of the current year.

FIELD #	FIELD NAME	LENGTH	VALID VALUES/ FORMAT NOTES	DEFINITIONS
56	Students Last Day	8	MM/DD/YYYY	The date of the last day that students attend school. Must be between May 1 and June 30 of the following year.
57	Credits Required for Graduation	2,1	Numerica Value	The number of credits required at the high school to graduate. If the high school is configured 9 – 12 include required credits for four grades. If the school is configured 10 – 12 include required credits for three grades.

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