## WDE OPERATIONS INFORMATION MANAGEMENT

# WDE609 – School District Program Contacts Guidebook

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### **Table of Contents**

Introduction	4
Collection Schedule	5
Instructions	6
Data Submission	7
Reviewing the existing data in DCS	7
Changing or correcting the existing data	7
Certifying the WDE609	7
Errors in Data	7
Send to WDE	8
Frequently Asked Questions	8

### Introduction

The WDE609 is the annual collection, providing contact information used in the Wyoming Department of Education directory.

District staff will be able to review and edit data before certifying the WDE609 collection. This collection will take place within the **Data Collection Suite (DSC)** software within the Wyoming Department of Education (WDE) website. The data collected in the WDE609 will be used to populate the Wyoming Department of Education's directory, and will be used by WDE staff, USED, external stakeholder, the public, etc. as a means of determining the appropriate district contact for reporting, correspondence, etc.

**\*\*NOTE**\*\* It is important that districts maintain the WDE609 throughout the school year, as discrepancies in roles can affect data collections, reporting, correspondence, etc. These are also the contacts the public, WDE, USED, etc. see so discrepancies can have other unforeseen consequences.

This guidebook serves as the definitive instruction set for the data contained within the WDE609 Data Collection.

## WDE609 Authority

School Districts are required to submit a variety of data collections each year. The data collected by the Wyoming Department of Education is critical and essential to the continual growth of Wyoming's education system. The authority allowing the WDE to collect data for the WDE609 collection is listed below:

W.S. 21-2-202 (a)(viii)

### **Collection Schedule**

#### WDE609 Collection Window: July 24, 2024 – August 14, 2024

Districts should certify the completed WDE609 per the reporting cycle deadline unless the Collection Steward has approved a later deadline.

However, the WDE609 can be accessed all school year and if changes need to be made, Districts can, and are strongly urged to, make the necessary corrections all year long. This will assist the WDE in maintaining and accurate directory listing throughout the school year.

**\*\*NOTE\*\*** It is important that districts maintain the WDE609 throughout the school year, as discrepancies in roles can affect data collections, reporting, correspondence, etc. These are also the contacts the public, WDE, USED, etc. see so discrepancies can have other unforeseen consequences.

### Instructions

#### Accessing the WDE609 Collection

The WDE609 collection can be accessed through the Wyoming Department of Education website.

Once on the WDE website, click the **DATA** link in the blue navigation bar. Then click the **DCS** icon in the grey **Data & Reporting Tools** box on the right side of the screen. In the **Forms Inventory**, scroll down to the WDE609 collection, click on the arrow to the left, navigate to the **Documents** tab, then click on **WDE609**.

This website is restricted to authorized users conducting official business with the Wyoming Department of Education. A WyEd username and password are required. To obtain the right to upload/access data to the Department, contact your WyEd Administrator and make sure the correct roles are assigned.

After the WDE609 link has been accessed, the user will now be on the Support page of the Data Collection Suite. Click on the **Forms** link and the user will then be prompted to enter their WyEd user name and password if the system does not already have this information. Select the WDE609 from the Collection Selector drop down.

+	WDE608	School District Directory Data Collection			District	Under Review	06/28/2019
	WDE609	School Dist	rict Program Contac	15	District	Active	08/21/2019
	Descriptio	n Contact	Documents				
	NAME		TYPE	DESCRIPTION			
	WDE609		Web Form	WyEd user name and password login required. Username an	nd password assigned by District V	VyEd Administrator.	
WDE609 Guidebook PDF		PDF Document	Guidebook for the completion of the WDE609 School District Program Contacts.				

#### WDE609 Roles

The WDE609 is an annual report that provides contact information for both district and school staff. Information from the Wyoming Department of Education WyEdPRO user accounts are preloaded into the WDE609 for districts to review and edit. In order for the WDE609 role to be assigned, a WyEdPRO user account must exist, even if the person assigned the role will never use this user account to log into any WDE application. Below is a list of positions for which District and School contact information is required:

#### **District Roles:**

- Accountability Coordinator
- Assessment Coordinator
- Business Manager
- Career and Technical Education Coordinator
- Computer/Tech Coordinator
- Consolidated Grants Manager
- Curriculum Coordinator
- English Learner Coordinator
- Food Service Director
- Operations and Maintenance Supervisor

- Personnel Director
- Scholarship Coordinator
- Special Education Director
- Superintendent
- Title I Coordinator
- Transportation Supervisor
- Virtual Education Coordinator
- WISE Coordinator

#### School Roles:

Principal

### **Data Submission**

#### Reviewing the existing data in DCS

The first step will be for districts to access the WDE609 through the Data Collection Suite (DCS). Districts will review the list of District Roles and School Roles listed above. The WDE609 will provide the districts with the person currently assigned to the District Roles and School Roles in WyEdPRO.

#### Changing or correcting the existing data

Once districts have reviewed the people currently assigned to the District Roles and School Roles, they will need to decide if any changes are necessary. ALL DISTRICT ROLES AND SCHOOL ROLES LISTED ON THE WDE609 MUST HAVE A PERSON ASSIGNED. If any roles are blank or if any changes need to be made, these changes will be made through WyEdPRO. Once all changes/additions to the WDE609 are identified, districts will exit DCS and log-in to WyEdPRO. To log-in to WyEdPRO, go to the **DATA & REPORTING** link within the WDE website and click on the **WyEdPRO** icon on the right side of the screen. In WyEdPRO, click on **Administration**, then **Users**, then **Search**. Search for the person who needs a role(s) assigned, and click on that person. Click **Edit**, then **Edit Roles**. Assign the appropriate roles to the person, then click **Save Roles**, then click **Save**. It is important to click both **Save Roles** and **Save** to assure that the roles are saved to the user. Once all roles are assigned/corrected, exit WyEdPRO and log-in to DCS. Access the WDE609 and assure that all roles are assigned and the correct person is in each role.

#### **Certifying the WDE609**

Once all roles are assigned, the district will need to Validate and Certify the WDE609 in DCS.

#### **Errors in Data**

Once the WDE609 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 email and the collection will be decertified allowing districts to fix the errors.

#### Send to WDE

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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 the end of September in order to produce hard copies of the Wyoming Department of Education directory in a timely manner.

### **Frequently Asked Questions**

#### WHOM DO I CONTACT REGARDING WDE609 CONTENT QUESTIONS?

Brian Wuerth, (307) 777-6748, or brian.wuerth@wyo.gov

#### WHOM DO I CONTACT REGARDING USERNAME AND PASSWORDS OR COLLECTION ROLES?

The rights to access the WDE609 data are assigned at the school district office. Contact the district's WyEd Administrator who can set rights. Passwords resets are now the responsibility of the user.