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WDE609 – School District Program Contacts

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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 29, 2020 – August 17, 2020**

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 (WDE) website at edu.wyoming.gov.

Within the WDE website, click the **DATA & REPORTING** link at the top of the page and then 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**. You will now be on the Support page of the Data Collection Suite (DCS). Click on the Forms link and select the WDE609 from the Collection Selector drop down.

Description	Contact	Documents
WDE608	School District Directory Data Collection	District
WDE609	School District Program Contacts	District

NAME	TYPE	DESCRIPTION
WDE609	Web Form	WyEd user name and password login required. Username and password assigned by District WyEd Administrator.
WDE609 Guidebook	PDF Document	Guidebook for the completion of the WDE609 School District Program Contacts.

If you do not have access to the WDE609, please see your district WyEd Administrator, who can assign access to this collection

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
- System of Support Representative

The System of Support Representative is a new role, as part of the statewide system of support, the Wyoming Accountability in Education Act (WAEA) requires the State Superintendent to work in collaboration with districts to appoint a representative who will serve as the liaison between district leadership and the Department of Education. Schools with performance reports (SPR) of partially meeting expectations, and not meeting expectations must have an appointed representative. This person can serve one or several schools and may be an employee of the district or the school. The role of this person will vary based on the school performance report and the needs of the school. [W.S. 21-2-204 (h)(vii)] Please note: Though there is no requirement to appoint a representative for schools with SPRs of exceeding expectations or meeting expectations. However, due to programming requirements, you must appoint someone for each school in your district.

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

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?

Your district's WyEd Administrator.