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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 26, 2023 – August 16, 2023

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.

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
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
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.