Introduction

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

District and Accredited Institution staff will be able to review and edit data before certifying the WDE609 collection. This collection will take place within the Data Collection section of the Wyoming Department of Education Fusion portal. The WDE609 is meant to be used by WDE, district and accredited institution employees and is inaccessible to the general public.

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

WDE609 Authority

School Districts and Accredited Institutions 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. The authority allowing the WDE to collect data for the WDE609 collection is listed below:

W.S. 21-2-202 (a)(vii)
Collection Schedule

WDE609 Collection Window:
July 26, 2017 – August 18, 2017

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 access 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.
Instructions

Accessing the WDE609 Collection
The WDE609 collection can be accessed through the Wyoming Department of Education Fusion Portal at http://www.fusion.edu.wyoming.gov.

Within Fusion, click Data Collection at the top of the page and then WDE609-School District Contacts in the blue Data Collection box on the left side of the screen. The WDE609 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 WDE609 link after clicking Data Collections, please see your Fusion Administrator.

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 Fusion Portal user accounts are preloaded into the WDE609 for districts to review and edit. 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
- Food Service Director
- Operations and Maintenance Supervisor
- Personnel Director
- Scholarship Coordinator
- Special Education Director
- Superintendent
- Title I Coordinator
- Transportation Supervisor
- 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.

**Accredited Institution Roles:**

- Education Director
- Executive Director

**WDE609 Data Elements**

- Prefix
- First Name
- Middle Name
- Last Name
- Suffix
- Preferred First Name
- Primary E-mail
- Alternate E-mail
- Photo
- Primary title
- User Type
- WISE Staff ID
- Status
- Responsibilities
- Phone Type
- Phone
- Address Type
- Address
- Address Line 2
- City
- Zip Code
- Zip + 4
- State
- User Name
- Parent Organization
- Child Organization
- Roles
- Primary Contact

Prefix - Required
An appellation used to denote rank, placement, or status. i.e. Mr., Ms., Reverend, Dr., Pastor etc.
First Name - Required
The staff member's full legal first name.

Middle Name
Staff members middle name or middle initial.

Last Name - Required
Staff member's legal last name, as seen on their social security card.

Suffix
Generation indicator i.e. Sr., Jr., III or degrees earned i.e. PhD.

Preferred First Name – Required if Applicable
Used only for a nickname or other name a person goes by that is different than their legal first name.

Primary Email - Required
The primary district email address assigned to the staff member. Please do not provide personal email addresses.

Alternate Email
Alternative email address used by employee. Please do not provide personal email addresses.

Photo
Using the Browse link gives the user the opportunity to upload a picture.

Primary Title - Required
The primary job title held by the person (may differ from the role they fulfill in the directory).

User Type - Required
For district employees this field will always be LEA (Local Education Agency).

WISE Staff ID – Required
The WDE seven-digit, state assigned staff record identifier. This number can be retrieved from the Staff Registration System (SRS).

Status - Required
The person’s employment status within the reporting district. Current employees will have an active status; employees who have separated from a district will have a status of inactive. Changing a person’s status from active to inactive will automatically delete all their roles except Fusion User. This allows them to be assigned to a new district if they switch jobs within the state while maintaining their user name and password.

Responsibilities
This field is narrative where districts can describe all work duties fulfilled by the employee.

Phone Type – Primary Phone Required
The type of phone number being entered e.g. primary phone, alternate phone, cell or toll free. One telephone number can be entered for each phone type.
Phone – Primary Phone Number Required
Phone is a ten-digit phone number. The Add Another link must be selected to save the phone within the user account.

Address Type
The address type is primary or secondary work address dependent upon the address type selected. The address type must be selected to successfully input a complete address. The Add Another link must be selected to save the address within the user account.

Address
The address is the post office box or street number and name where the user receives his or her mail.

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 Code
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.

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

User Name
This field is found by clicking on the Edit Roles link at the bottom of the User Information page. This field is automatically populated when the user account is created and is the name the user enters in the user name field when logging into Fusion.

Parent Organization - Required
This field is found by clicking on the Edit Roles link at the bottom of the User Information page. For the purpose of the WDE609 the parent organization will always be the seven-digit WDE assigned district identifier code and the district name.

Child Organization – Required for School Staff Only.
This field is found by clicking on the Edit Roles link at the bottom of the User Information page. The Child Organization is required for school level positions (principals) only.

Roles – Required
This field is found by clicking on the Edit Roles link at the bottom of the User Information page. If entering a new user account add Fusion User as a default role in addition to any of the applicable, mandatory WDE609 roles. If selecting more than one role hold the Control key while highlighting selected roles.
**Primary Contact** – Required  
This field is found by clicking on the *Edit Roles* link at the bottom of the User Information page. A primary contact must be selected for all roles except Superintendent and Principal. The primary contact is the person you would like listed in the print directory. This field allows districts to assign multiple people to a role so more than one person can receive communications such as emails and letters. The primary contact field cannot be selected for a new individual if the primary contact field for that role is already selected in another user account. You must first uncheck the initial primary contact.

**Data Submission**

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 *WDE609-School District Contacts* in the blue *Data Collection* box on the left side of the screen. The WDE609 splash/home page will contain links appropriate to your level of access.

If you do not have access to Fusion, click *Request Login* at the top of the Fusion Home page. If you have access to Fusion but not the WDE609 link after clicking *Data Collections*, please see your district’s Fusion Administrator.

**Home Page**  
The following is the WDE609 home page seen after clicking *WDE609-School District Directory*:

![WDE609 Home Page](image)

**Edit/Update Roles**  
To edit or update a role, click *Edit* on the home page. You are taken to a screen (see below) listing all persons assigned required roles in the WDE609 School Program Contact Data Collection. The window at the bottom of the screen lists all district and school roles which must be filled.
You will only see roles assigned to your district.

To edit a person's information, click on either their name or the Edit button next to their role. You will then be taken to the person’s User Information page (see example below).

Top of the User Information page:
All general information can be updated on the main User Information page. In order to edit a person’s roles you must scroll down to the bottom of the page and click the Edit Roles link.

New roles can be selected by choosing parent and child organizations as well as roles. Child Organizations are required for school staff only. As roles are added to the user account they will appear at the bottom of the page.
After User information has been reviewed and edits have been made click on the Save link. You will then be asked if you want to associate this user account with the existing staff member. Click OK to commit your updates. Cancel will return you to the previous WDE609 School District Program Contacts page.

Adding and Removing People from the WDE609

To assign a role to an employee who is not currently on the WDE609 School District Program Contacts page, click on the Search link at the bottom of the page. You will then be taken to a Users Search page. Type in the criteria you wish to search out the individual with and click the Search link. Note: If you are not finding the individual, try using less information. Search by district only or last name only.

Your search will produce a list of persons who meet your search criteria. Click on the person’s first name to have access to their User Information page. If the person you are seeking is not on the list, see your district’s Fusion Administrator to have a Fusion User Account created.

If you have a new hire who has previously worked in the state of Wyoming and the staff member has a User Account but their account is inaccessible, you will need to call their previous district and have them enter the User Information page and change the employee status to Inactive. This will allow you to open their user account and activate them under your district.

Once the Fusion User Information page is accessed, information can be edited and roles can be assigned.

To remove a person from the WDE609 you will need to unassign their role or inactivate their account depending on if they are still employed by your district. For persons who are no longer employed by your
district, inactivate their account by opening their User Information page and in the Status drop box change the work status from Active to Inactive.

When Inactive is selected the user will no longer have login rights to Fusion and all roles except Fusion User will be terminated automatically. The person’s information will remain intact within the system in case they were to work for you or another district in the future.

To unassign a role for a person who has changed positions within your district, you will need to access their User Information page and click on the Edit link. On the bottom of the page, click on Edit Roles. The next screen will have a list of all the Fusion User roles assigned. Roles can be individually unassigned by clicking on the Unassign link. The role will then be removed from the page and the Save link must be selected to commit the removal of the role. Click Save again on the next page and you will then be taken to a page that informs you the user information has been updated. Click OK.

Note: Roles that were assigned by the WDE are not highlighted and cannot be unassigned.

Note: When reassigning a role DO NOT open the role and change the name and e-mail. Each user account has its own user name. For example Jane Doe’s user name would be jdoe. If Jane were to leave and you replaced her with a staff member named Paula Jones and you just changed the first and last name your new employee would have a fusion user account of jdoe. Instead inactivate the user account or delete the role for Jane Doe and open a new user account for Paula.

Validate Data
Once all the WDE609 contacts have been reviewed and necessary changes made the data is ready to validate. Data must be validated prior to certification. Click Validate under WDE609 - School District Programs Contacts on the home page:
You will be taken to a screen that lists all of your reported WDE609 contacts.

If a staff member’s information has been reviewed through the Edit process, check the Reviewed box next to the organization's name. The data will not be certified for individuals 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. After clicking **Validate**, the system will check for errors in the data (e.g., apply the business rules in Appendix A) and display a list of errors that were found (see example below).

Click on the employee name or role to edit/make corrections. The errors associated with that individual are listed in a **Comments** section at the bottom of the **User Information** screen.

All errors must be corrected before the data can be certified. After the errors are corrected, click **Save**. 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 individual, he or she will be removed from this list.

You may fix other errors by clicking other employee’s name or click **Done** to return to the home page.

Once all of your data is error free, you will get a screen that tells you “Congratulations! Your data contained no errors and are now ready for the certification”. There is a **Certify** button and a **Return to WDE609** button. (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. 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**.

**Certify Data**

Once you have validated the data and determined that there are no errors, the data may be certified. Click **Certify** on the WDE609 home page (or at the end of the validation process as described above).
If every *Reviewed* box next to the organization names wasn't already checked, the following screen is displayed:

For every organization that does not have the *Reviewed* box checked, edit/review the information, make and save any necessary changes, and check the *Reviewed* box. Then, 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 WDE609 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 WDE609 Home.

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

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

Click Return to WDE609 Home to return to the home page or Print WDE609 Data to export and 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**

A report of the WDE609 data submitted can also be accessed by clicking on the Report link on the WDE609 home page. Follow the directions above for printing or saving the document. To export the report, click on either the Excel, PDF or CSV link at the top right of the page.

**WDE609 Fusion Rights**

The presence of links in the blue Admin Links window on the left side of the Data Collections link depends on the user’s rights:

<table>
<thead>
<tr>
<th>Role</th>
<th>Edit</th>
<th>Validate</th>
<th>Certify</th>
<th>Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>WDE609 Read</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>WDE609 Edit</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>WDE609 Certify</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

The *Edit* button is available year-round because there are a few data fields, such as address and phone information that are editable year-round. The *Validate* and *Certify* buttons are only available during the open collection window for WDE609: July 26 – August 18. 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 WDE609 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 employee’s information and made any necessary changes – and that data 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 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?**
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.

### Appendix A: Business Rules

<table>
<thead>
<tr>
<th>RULE #</th>
<th>RULE TYPE</th>
<th>PROBLEM DESCRIPTION</th>
<th>PROBLEM DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001</td>
<td>ERROR</td>
<td>Missing Position</td>
<td>Required Office Position is Missing</td>
</tr>
<tr>
<td>1002</td>
<td>ERROR</td>
<td>Missing Principal</td>
<td>School is missing Principal</td>
</tr>
<tr>
<td>1003</td>
<td>ERROR</td>
<td>Duplicate Publishing Indicators</td>
<td>Only one person can have the indicator for Primary Contact for this Position</td>
</tr>
<tr>
<td>1100</td>
<td>ERROR</td>
<td>Missing Phone Number</td>
<td>Phone number is required when Position is not Vacant</td>
</tr>
<tr>
<td>1101</td>
<td>ERROR</td>
<td>Missing Phone Type</td>
<td>Phone Type is required when entering Alt Phone Number and Position is not Vacant.</td>
</tr>
<tr>
<td>1102</td>
<td>ERROR</td>
<td>Missing Email Address</td>
<td>Email Address is required when Position is not Vacant</td>
</tr>
<tr>
<td>1103</td>
<td>ERROR</td>
<td>Missing Name Prefix</td>
<td>Name Prefix is required when Position is not Vacant.</td>
</tr>
<tr>
<td>2001</td>
<td>WARNING</td>
<td>Vacant Required Position</td>
<td>Required Office Position is vacant.</td>
</tr>
</tbody>
</table>