# Table of Contents

- **Introduction** .................................................................................................................................................. 4
- **WDE613 Authority** ....................................................................................................................................... 4
- **Collection Schedule** .................................................................................................................................... 5
- **Instructions** .................................................................................................................................................. 5
- **Data Submission** .......................................................................................................................................... 5
- **Corrections to Data** ..................................................................................................................................... 6
- **Frequently Asked Questions** ...................................................................................................................... 7
Introduction

The WDE613 is the annual collection from districts regarding the methods used for identifying gifted/talented students, the instruction provided for the identified population, and the description of the programs used in their districts to serve gifted/talented students. A report based on the information submitted by each district is provided to the Joint Education Committee every November.

School districts are required to submit a variety of data collections each year. The data collected by the Wyoming Department of Education (WDE) is critical to the continual growth of Wyoming’s education system. It is widely agreed upon that quality and timely data are helpful to inform the work of stakeholders, such as students, teachers, administrators, parents, and policy makers, in order to most appropriately impact the teaching and learning process.

This collection is a Google Survey document that is accessed off of the Data Collection Suite – Forms Inventory page of the WDE website. The WDE613 data is meant to be used by the WDE and the Wyoming Legislature.

This guidebook serves as the definitive instruction set for the data contained within the WDE613 Data Collection.

WDE613 Authority

The authority for the WDE to collect data included in the WDE613 is listed below:


http://legisweb.state.wy.us/statutes/statutes.aspx?file=titles/Title21/T21CH13.htm

https://www2.ed.gov/policy/elsec/leg/esea02/pg72.html
Collection Schedule

WDE613 Collection Window:
October 8, 2018 – November 2, 2018

Districts should respond to the WDE613 on or before the due date, unless the Collection Steward has approved a later deadline. However, the data for this collection can be validated at any time during the collection window. Due to the submission of Legislative reporting requirements from the Department, all data must be submitted by the due date. Corrections to submitted data (if needed) must be completed by the final due date in order to ensure the data is error free.

Instructions

Accessing the WDE613 Collection
The WDE613 collection is an Online Survey that can be accessed through the Wyoming Department of Education Data Collection Suite – Forms Inventory web page. Within the Data Collection Suite – Forms Inventory page, scroll down to select the WDE613 – Gifted and Talented Survey collection. Click on the arrow on the left and navigate to the Documents tab. Click on the WDE613 link to access the Online Survey.

The WDE613 Guidebook can also be downloaded from this page as well.

Data Submission

When all questions have been answered and verified on the WDE613 survey form, please click the Submit button at the bottom of the survey. This will send the information to the WDE.
Corrections to Data

You and the Collection Steward will work together to resolve any errors in the data set. If you find an error and need help with the resolution, please contact the WDE613 Collection Steward: Bruce Hayes, bruce.hayes@wyo.gov, or (307) 777-6198. All errors must be resolved before data is final. In the event that you would like to re-upload your survey, please contact the Collection Steward.

As a reminder, the collection window is October 8, 2018 – November 2, 2018.
Frequently Asked Questions

WHOM DO I CONTACT REGARDING THE WDE613 CONTENT AND SURVEY QUESTIONS?
Bruce Hayes, (307) 777-6198 or bruce.hayes@wyo.gov

WHOM DO I CONTACT REGARDING DATA COLLECTION SUITE QUESTIONS OR PROBLEMS?
Elizabeth Foster, (307) 777-7009 or elizabeth.foster@wyo.gov

WHOM DO I CONTACT REGARDING THE WYOMING DEPARTMENT OF EDUCATION DATA COLLECTION EFFORTS AS A WHOLE?
Susan Williams, (307) 777-6252 or susan.williams@wyo.gov
Elizabeth Foster, (307) 777-7009 or elizabeth.foster@wyo.gov