

WDE  
WEB Upload  
System

WYOMING DEPARTMENT OF EDUCATION

---

WDE613 –GIFTED/TALENTED STUDENTS

FALL 2016

# Data Collection Guidebook

WYOMING DEPARTMENT OF EDUCATION

# WDE613 Data Collection Guidebook

---

2016 © Wyoming Department of Education; all rights reserved.

Hathaway Building • Second Floor

2300 Capitol Avenue

Cheyenne, WY 82002

Phone 307.777.7675 • Fax 307.777.6234

[edu.wyoming.gov](http://edu.wyoming.gov)

The Wyoming Department of Education does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment of employment in its programs or activities. Inquiries concerning Title VI, Title IX, Section 504, and ADA may be referred to Wyoming Department of Education, Office for Civil Rights Coordinator, 2300 Capitol Ave., Cheyenne, WY, 82002-0050 or 307-777-7673, or the Office of Civil Rights, Region VIII, U. S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, CO 80204-3582, or 303-844-5695 or TDD 303-844-3417. This information will be provided in an alternative format upon request

---

# Table of Contents

Table of Contents .....	2
Introduction .....	3
WDE613 AUTHORITY .....	3
Collection Schedule .....	4
Instructions .....	4
Accessing the WDE613 Collection .....	4
Data Submission.....	4
Corrections to Data .....	5
Re-uploading .....	5
Frequently Asked Questions .....	5

# 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 a description of the programs used in 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.*

**S**chool Districts 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. It is widely agreed upon that you need quality and timely data to inform the work of stakeholders such as students, teachers, administrators, parents and policy makers to most appropriately impact the teaching and learning process.

Department Standards, Learning and Accountability staff will be able to review and assist districts to provide complete, accurate data before adjudicating the WDE613 collection. This collection is accessed through the Department Data Collection Suite, completed and automatically uploaded by the district to the Department. The WDE613 data is meant to be used by the WDE, Wyoming Legislature, and district employees. It will be used to provide information to stakeholders and support the sharing of practices between districts.

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:

W.S. 21-9101 (c), W.S. 212202(d) and the No Child Left Behind Act.

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

<http://www2.ed.gov/policy/elsec/leg/esea02/pg72.html>

# Collection Schedule

WDE613 Fall Collection Window:  
October 3 – November 1, 2016

The data for this collection can be input, validated and uploaded at any time during the collection window. It is highly recommended that each school district upload by October 23, 2016. This will ensure that errors can be corrected before the due date.

## Instructions

### Accessing the WDE613 Collection

The WDE613 collection is an Online Survey based collection that can be accessed through the Wyoming Department of Education Data Collection Suite-Forms Inventory at <https://edu.wyoming.gov/dcs/default.html>

Within the forms inventory, scroll down to select the **WDE613 Gifted and Talented Survey** collection. Open the file and click the link in order to arrive at the survey.

### Data Submission

When all questions have been answered on the WDE613, please hit submit at the bottom of the survey. This will send the information directly to the WDE.

## Corrections to Data

You and the Collection Steward work together to resolve any errors in the data set.

If you find an error and need help with resolution contact the WDE613 Collection Steward: Brian Aragon at [brian.aragon@wyo.gov](mailto:brian.aragon@wyo.gov) or (307) 777-8505. Data can be submitted any time during the window period. All errors must be resolved before data is final.

## Re-uploading

In the event that you would like to re-upload your survey, please contact the Data Steward for this collection.

**The collection window is October 3 - November 1, 2016.** Remember, all errors must be resolved before data is final.

## Frequently Asked Questions

### **WHOM DO I CONTACT REGARDING WDE613 CONTENT AND SURVEY QUESTIONS?**

Brian Aragon (307) 777-8505 or [brian.aragon@wyo.gov](mailto:brian.aragon@wyo.gov)

### **WHOM DO I CONTACT REGARDING DATA COLLECTION SUITE QUESTIONS OR PROBLEMS?**

Elizabeth Foster (307) 777-7009 or [elizabeth.foster@wyo.gov](mailto: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](mailto:susan.williams@wyo.gov)

Elizabeth Foster 307-777-7009 or [elizabeth.foster@wyo.gov](mailto:elizabeth.foster@wyo.gov)