WYOMING DEPARTMENT OF EDUCATION

WDE613 – GIFTED/TALENTED STUDENTS

FALL 2017

Data Collection Guidebook
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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.

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 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 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 and the Elementary and Secondary Education Act as amended.

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 2 – November 1, 2017

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, 2017. 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/data/dcs/

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: Brendan O’Connor at brendan.oconnor@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 2, - November 1, 2017. Remember, all errors must be resolved before data is final.

Frequently Asked Questions

WHOM DO I CONTACT REGARDING WDE613 CONTENT AND SURVEY QUESTIONS?
Brendan O’Connor (307) 777-8505 or brendan.oconnor@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