



WDE620A – Pupil Transportation Snapshot &  
WDE620B – Pupil Transportation Collection  
Guidebook

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## Introduction

The WDE620A – Pupil Transportation Snapshot is an annual collection form is completed by school districts in order to report mileage, student ridership and bus route counts. Information is collected utilizing a pre-determined snap shot date, usually in February, of the reported school year. This is the first part of a two part collection.

The WDE620B – Pupil Transportation Collection is an annual collection form is completed by school districts in order to report total mileage data for the district's **fleet** vehicles, reported at the end of the school year. This is the second part of a two part collection.

These collections, in conjunction with the Wyoming School Foundation program, ensures accuracy in the flow of state money utilized to cover allowed pupil transportation costs to local school districts. Due to the level of impact these data have on school districts, please ensure adequate time to complete the collection and review for accuracy, completeness, and sensibility.

This guidebook serves as the definitive instruction set for the data contained within and the submission process for the WDE620A and WDE620B. These collections are submitted through the Data Collection Suite (DCS) system. District staff will be able to review and edit data before certifying the collection.

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. The data is meant to be used by the WDE, Wyoming Legislature and school district employees to satisfy state and federal reporting requirements. It is inaccessible to the general public.

## WDE620A/WDE620B Authority

The authority for the WDE to collect data included in the WDE620A/WDE620B is listed below:

[Wyoming Statute § 21-13- 320](#)

[WDE Rules and Regulations; Chapter 20](#)

## Collection Schedule

Collection Due Date: August 12, 2019

Collection Window: July 1, 2019 through August 12, 2019

It is highly recommended each district upload their data prior to the due date to ensure that data can be certified before the deadline.

## Instructions

The WDE620A/WDE620B collection is a web form accessed through the Wyoming Department of Education's [Data Collection Suite – Forms Inventory](#) web page. A number of examples in this Guidebook

depict the WDE620A collection, however the process would be the same for the WDE620B unless otherwise noted.

**Accessing and Submitting the WDE620A/WDE620B Collection**

1. Within the [Data Collection Suite – Forms Inventory](#) page, scroll down to the **WDE620A – Pupil Transportation Snapshot** or the **WDE620B – Pupil Transportation Collection**. Click the arrow on the left and navigate to the Documents tab. Click on the WDE620A (WDE620B) link to access DCS.

▶	WDE614	Spring Reporting Certification Checklist	District	Under Review	09/15/2017
▶	WDE618	Fall Reporting Certification Checklist	District	Under Review	12/20/2016
◀	WDE620A	Pupil Transportation Snapshot	District	Under Review	03/10/2017

Description			Contact	Documents
NAME	TYPE	DESCRIPTION		
WDE620A	Web Form	Requires Fusion user name and password.		
WDE620A Guidebook	PDF Document	Guidebook for the completion of the WDE620A Pupil Transportation Snapshot collection.		

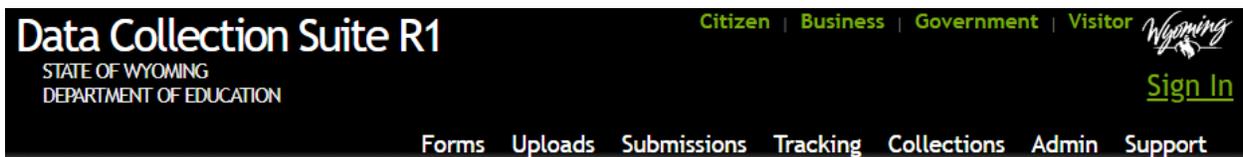
  

▶	WDE620B	Pupil Transportation Collection	District	Under Review	07/14/2017
▶	WDE633	Certified Staff Vacancy and Applicant Information	District	Under Review	08/31/2017

- a. Another way to access the WDE620A/WDE620B is through the **Data Submission Log In** link located at the top of the [Data Collection Suite – Forms Inventory](#) web page. Either way is acceptable in order to access the WDE620A/WDE620B web form. Once the access link has been clicked, the user will be on the Support page of DCS.



2. Click the Forms tab in the black header bar.



3. This website is restricted to authorized users conducting official business with the WDE. A WyEd user name and password is required along with the WDE620 rights. If you do not have a WyEd user name and password or are unsure of your WDE620 rights, please contact the WyEd Administrator in your district.
4. Select **WDE620A/WDE620B** from the collection dropdown list.
5. The **Due Date** will automatically load for you.
6. Select the correct **Submission** from the dropdown list.
  - a. For **Submissions**, if this is the first time entering data, then select **Start a New Submission**. Otherwise, select a previous submission.
7. Click the **Enter Data** button.
8. Enter the required data adhering to the following input requirements for both collections:
  - a. All of the input fields are required and cannot be left blank.
  - b. Enter 0 (zero) for entries that you do not have any data for.
  - c. All entries must be whole numbers.
  - d. Numbers with decimals will not be accepted.
  - e. Do not include commas or decimals.
  - f. Grey colored fields contain formulas and do not require any user input.
    - i. These fields will not automatically populate or perform calculations until you click the **Validate** button. You can click the **Validate** button, located at the top right hand side of the form, at any time.
9. Once all data has been entered, click the **Save** button located at the bottom of the form.
  - a. As data is entered into the form, the system will perform data validation on the entry. If there is an error, the system will display the error in red. The user will need to correct the error in order to save the data.
10. Click the **Validate** button found at the top right hand side of the form.
  - a. Either **Submission Valid** or **Submission Invalid Review Validation Report** will appear.
11. Click the green **Submission Invalid Review Validation Report** to see what errors still exist.
12. Click the carrot by the error listed to expand.
13. Return to the pages that have the errors, correct them, and click **Validate** again. Repeat the process until you get the message **Submission Valid**.
14. Once the Validate button has been clicked and all data passes data validation, the Certify button now becomes accessible. Click the **Certify** button to send your data to the WDE.
  - a. You have the ability to make changes to your certified report until the collection closes. You can edit a certified report by selecting it instead of "start a new submission" from the **Submissions** dropdown menu. This will decertify your current submission and you will need to **Validate** and **Certify** again.
15. A message will pop up showing your status as certified, indicating your submission process is complete and you can move on to downloading your certified submission.

# WDE620A Data Entry Form

## Data Collection Suite R1

STATE OF WYOMING  
DEPARTMENT OF EDUCATION

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Welcome, Trystin District

[Forms](#) | [Uploads](#) | [Submissions](#) | [Tracking](#) | [Collections](#) | [Admin](#) | [Support](#) | [Logout](#)

**Current Respondent**

You are currently representing:

**Sublette County School District #1**

Organization Code: 1801000

**Collection Information**

- Due Date: 3/10/2017

**Validate and Certify**

### Pupil Transportation Snapshot

WDE620A

**District Identification**

Please complete this form using information gathered on a single day chosen between 2/4/2019 and 2/8/2019.

District ID

District Name

**WDE620A Pupil Transportation Snapshot**

A. Total number of route miles traveled on this date (all school runs - A.M., Noon, P.M., late runs):

Total Miles

B: Total number of students transported to and from school (actual):

Students Transported - AM

Students Transported - Noon

Students Transported - PM

C: Number of bus routes to and from school:

Bus Routes - AM

Bus Routes - Noon

Bus Routes - PM

D: Longest and shortest route miles:

Longest Route

Shortest Route

E: Number of vehicles passing a stopped school bus with warning lights on and stop arm out:

Flyby - AM

Flyby - Noon

Flyby - PM

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# WDE620B Data Entry Form

## Data Collection Suite R1

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Welcome, Trystin District

Forms
Uploads
Submissions
Tracking
Collections
Admin
Support
Logout

**Current Respondent**

You are currently representing:  
**Big Horn County School District #4**  
Organization Code: 0204000

**Collection Information**

- Due Date: 8/12/2019
- Trystin Green
- 307-777-6206

**Validate and Certify**

### Pupil Transportation Collection

WDE620B

**District Identification**

District ID	0204000
District Name	Big Horn #4

**Read WDE620B**

*Enter actual miles traveled by fleet vehicles for student travel for the current school year. Verify fleet vehicle counts and make changes if necessary.*

Route Miles	
Activity Miles	
Field Trip Miles	
Summer School Miles	
Other Miles	
Explain Other Miles	
Total Miles	0
Trips Taken Outside The State	
Trips Taken Over The 150 Mile Limit	
Number of days school was in session and fleet vehicles were used	
Number of days summer school was in session and fleet vehicles were used	
Non-District Use Miles	
Type A Buses	3
Type B Buses	0
Type C Buses	5
Type D Buses	6
Total MPVs	6
Total Vehicles	20

Vehicle counts are preloaded based off of the information received from your WDE621 – Pupil Transportation Vehicle Forms. Please verify and correct amounts (if needed).

## Printing out the Submitted Data

You should keep paper or electronic copies of the certified reports on file for future reference and audit purposes. Under the **Submissions** tab, there are three status types: **Prepared**, **Editing**, and **Certified**. The **Prepared** submission, highlighted in gold, is preloaded with data by the WDE steward and made available at the beginning of a collection cycle. The **Editing** submission is the one you are working on. The **Certified** submission, highlighted in green, is the final report submitted to WDE and the one you should download and save. You can download any report in this list and save or print it at any time by following these steps:

1. Click the **Submissions** tab in the black header bar.
2. Select the **Collection** you wish to see.
3. Click the **Download** button next to the submission you wish to download.
4. You will be prompted to open and save the file which mimics the webform.

# Frequently Asked Questions

1. Can I login and logout at any time?
  - a. All updated data will be captured and retained. If you are inactive for a period of time (not navigating or entering data) the session will “timeout” and you will have to login again. To logout you close the web browser or click the logout button.
2. How do I know what reports I have access to?
  - a. Click the **Support** tab in the black header bar.
  - b. On the right hand side of the screen, under **Support Resources**, click the green label called **Current User Profile** and a list of the reports you have access to will appear.
3. Can I check the status of all the reports I have access to?
  - a. Yes, click the **Collection Summary** link under **Resources**. It provides you with a list of reports that are open and the status of that report. Clicking the **Download** button allows you to retrieve the report.
4. Do I enter data for all transportation vehicles?
  - a. No, you only report data for your district's vehicles that are included in the fleet.
5. Where do I report miles for trips that were not reimbursable on the WDE103 – Reimbursable Pupil Transportation Expenditures Report but were in a fleet vehicle?
  - a. You would report these miles under the Non-District Use field.
6. What type of miles are reported under Other?
  - a. Miles reported here do not fit in the other categories: route, activity, field trip, summer and non-district use. An example would be miles traveled in a fleet vehicle to pick up a purchased vehicle.
7. Who do I contact with WDE620A or WDE620B questions?
  - a. Contact Justin Budd at 307-777-6984 or [justin.budd@wyo.gov](mailto:justin.budd@wyo.gov).
8. Who do I contact with submission questions?
  - a. Contact Trystin Green at 307-777-6206 or [trystin.green@wyo.gov](mailto:trystin.green@wyo.gov).
9. Who do I contact regarding Usernames and Passwords?
  - a. Contact your district's WyEd administrator.

- b. If further help is needed you may contact Susan Williams at 307-777-6252 or [susan.williams@wyo.gov](mailto:susan.williams@wyo.gov).