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, 122 W. 25th St., Suite E200, Cheyenne, WY, 82002-0050 or 307-777-7675, 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

Introduction .............................................................................................................................................. 4
Collection Schedule ................................................................................................................................. 5
Instructions .............................................................................................................................................. 6
Data Elements ......................................................................................................................................... 7
Data Submission .................................................................................................................................... 11
Uploading the WDE657 Collection .......................................................................................................... 12
Data did not pass validation .................................................................................................................... 15
Data passed validation ........................................................................................................................... 17
Data did not pass 2nd Level checks ......................................................................................................... 19
Data did pass 2nd Level checks ............................................................................................................... 20
Corrections to Data ................................................................................................................................ 24
Re-uploading ......................................................................................................................................... 24
Content Questions and Answers ............................................................................................................. 24
Frequently Asked Questions ................................................................................................................... 25
Introduction

The WDE657 is the annual collection for accredited institutions to submit staffing data to the Wyoming Department of Education (WDE). The WDE657 collects demographic and current employment status data on all staff members of the accredited institution. Employment details as of a specified snapshot date are collected. This data includes the duties employees are contracted or planned to work during the full school year.

Accredited institutions are required to submit a variety of data collections each year. The data collected by the WDE are 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.

WDE staff will be able to review and assist institutions to provide complete, accurate data before adjudicating the WDE657 collection. This collection is accessed through the Department's forms inventory, downloaded, completed, and uploaded by the institution to the Department. The WDE657 data is meant to be used by the WDE, Wyoming Legislature, Federal Reporting requirements, and facility employees. It is inaccessible to the general public.

This guidebook serves as the definitive instruction set for the data contained within the WDE657 Data Collection.

WDE657 Authority

The authority for the WDE to collect data included in the WDE657 is through Federal reporting requirements as defined by the Elementary and Secondary Education Act as amended by the Every Student Succeeds Act (ESSA) of 2015.
Respondents of the WDE657 should upload the report no later than a week before the final due date unless the Collection Steward has approved a later deadline. However, the data for this collection can be uploaded and validated at any time during the collection window. Due to the submission of Federal 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 WDE657 Collection
The WDE657 collection is an Excel based collection that can be accessed through the Wyoming Department of Education Data Collection Suite – Forms Inventory web page. The Data Collection Suite – Forms Inventory page is located off of the WDE’s main web site (edu.wyoming.gov), under the Data & Reporting menu.

Within the Data Collection Suite – Forms Inventory page, scroll down to select the WDE657 – Accredited Institution Staff Member Collection. Click on the arrow on the left to expand the selection and then navigate to the Documents tab. Click on the WDE657 link to open the Excel workbook and then save it to your system using the suggested file name of WDE657-YourInstitutionID.

The WDE657 Data Collection Guidebook can also be downloaded. It provides on the go guidance while completing the WDE657.

Data Compilation
Data will be entered into the worksheet pages of the WDE657 Excel workbook. The workbook has two worksheets of data entry and two worksheets of instructions. The two data worksheets are labeled WDE657-Employment and WDE657-Assignment. The two instruction worksheets are labeled Employment Instructions and Assignment Instructions. Data can be pasted from a source material system or workbook. Use the ‘cut and paste special’ function within Excel to minimize data entry errors. Data elements are defined in this document. The Instruction worksheets of the WDE657 Excel workbook also contain information on the data elements of the WDE657. This data collection is designed to collect staffing level data along with information on each staff member’s assignment.

It is important to fill out the employment worksheet first as the first name, last name, and WISER ID will be used to preload the assignment worksheet. Each staff member will have one line (record) of information entered on the WDE657-Employment worksheet of the WDE657 workbook. Each staff member must have at least one assignment record but can have multiple entries on the WDE657-Assignment worksheet. Enter one line (record) for each assignment the staff member fulfills. Assignment Codes are listed on the
Reportable Combinations supporting document. This document can be accessed from the Forms Inventory page (see above).

Both the WDE657 Employment and Assignment worksheets will need to be completed in their entirety for all salaried and hourly employees.

Data Elements

WDE657-Employment worksheet

- WISER ID
- School ID
- Name Prefix
- First Name
- Middle Name
- Last Name
- Name Suffix
- Former Name
- Date of Birth
- Gender
- Hispanic Ethnicity
- Asian Race
- American Indian Race
- Black Race
- Pacific Islander Race
- White Race

WISER ID
All staff members must be assigned the WDE 8-digit WISER ID staff member record identifier. This is a mandatory element.

WISER IDs can be obtained from the Data link of the WDE website. Once on this page, click on the blue WISER Registration System logo. You will then be prompted to log in using your WyEd user name and password. For additional information or questions regarding WISER IDs, please contact Donal Mattimoe at 307-777-6391 or donal.mattimoe@wyo.gov

School ID
The WDE 7-digit ID for the school the staff member is assigned to for the greatest amount of time. This element can also be the same as Institution ID. This is a mandatory element.

Name Prefix
Staff member’s name prefix. For example: Mr., Mrs., Dr., and Ms. This is an optional element.

First Name
Staff member’s legal first name. This is a mandatory element.

Middle Name
Staff member’s legal middle name. This is a mandatory element.

Last Name
Staff member’s legal last name. This is a mandatory element.
**Name Suffix**
Staff member’s name suffix. For example: Jr., Sr., and III. This is an optional element.

**Former Name**
For those staff members who have a legal last name change through marriage or divorce. This is an optional element.

**Date of Birth**
Staff member’s date of birth. This is a mandatory element.

**Gender**
Staff member’s gender. This is a mandatory element. Valid values are:
- M – Male
- F – Female

***Ethnicity and race reporting requirements. In October of 2007, the US Department of Education (USED) released new guidance on collecting and reporting racial and ethnic data. This guidance took effect on December 3, 2007. When collecting a staff member’s race/ethnicity, the organization must ask the respondent in a two-part question format. The first question is about ethnicity which is reported in the HISPANIC field. The second question is about race. Reported in the ASIAN, BLACK, INDIAN, PACIFIC ISLANDER and WHITE fields. Valid values for all 6 fields are ‘Y’ for yes and ‘N’ for no. None of these fields can be left blank. At least one of the race fields must be ‘Y’. You can report more than one race.***

**Hispanic Ethnicity**
Is this staff member of the Hispanic or Latino Ethnicity?  This is a mandatory element. Valid values are:
- Y – Yes
- N – No

**Asian Race**
Is this staff member of the Asian race?  This is a mandatory element. Valid values are:
- Y – Yes
- N – No

**Black Race**
Is this staff member of the Black race? This is a mandatory element. Valid values are:
- Y – Yes
- N – No

**Indian Race**
Is this staff member of the Indian race? This is a mandatory element. Valid values are:
- Y – Yes
- N – No

**Pacific Islander Race**
Is this staff member of the Pacific Islander race? This is a mandatory element. Valid values are:
- Y – Yes
• N – No

**White Race**
Is this staff member of the White race? This is a mandatory element. Valid values are:
• Y – Yes
• N – No

**WDE657-Assignment worksheet**
• WISER ID-Name
• School ID
• Assignment Code
• Teacher Type
• Lowest Grade Served in Assignment
• Highest Grade Served in Assignment
• FTE

**WISER ID-Name**
The Employment worksheet must be completed prior to entering data on the WDE657-Assignment worksheet. This element is auto filled and must be selected from the drop down list. **Do not** key in information. This is a mandatory element.

**School ID**
The WDE 7-digit ID for the school the staff member is assigned to for the greatest amount of time. This element can also be the same as Institution ID. This is a mandatory element.

**Assignment Code**
Assignment codes are three character codes provided by the WDE for all work assignments. Current and active assignment codes can be found in the Reportable Combinations document located under the WDE657 collection on the Forms Inventory page of the WDE website. Note: All Assignment Codes consist of three letters except for the Elementary Grades teacher code (EL0) which ends in a zero (0). This is a mandatory element.

Accredited Institutions will report what positions the staff member will be assigned to for the current fiscal year. For example if a teacher teaches Biology in the Fall and Physics in the spring they will have 185 contract days with a time of 50 for each assignment since half the year will be spent teaching each subject (see graph below). All extra salary positions such as teaching an additional course during the prep hour or National Board Certification pay will also be included.

If a staff member has more than one job assignment, a separate entry will need to be made for each assignment, dividing the time appropriately (see example below). Coaching or EPY positions should have 0 FTE.
Teacher Type
Teacher type is a two letter code indicating if a teacher is a Teacher of Record (TR) or Teacher Not of Record (NT). If the staff member has a teaching assignment, then this element is required, otherwise leave blank. Teacher of Record is a teacher that gives a grade in a course and Teacher Not of Record works in the classroom but does not prepare course curriculum and give grades. The Reportable Combinations Institutions document has a column named Teacher Type that reveals the positions that require the TR or NT code.

Lowest Grade Served in Assignment
The lowest grade this staff member serves for this assignment, not the lowest grade served at the organization. This is a mandatory element. Valid values are:

- PK
- KG
- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 09
- 10
- 11
- 12

Highest Grade Served in Assignment
The highest grade this staff member serves for this assignment, not the highest grade served at the organization. This is a mandatory element. Valid values are:

- PK
- KG
- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 09
- 10
- 11
- 12

FTE
Report staff in terms of FTE (Full Time Equivalent). FTE should be in hundredths. For example, if a teaching position is filled by four people, each working the same amount of time, each person would count as .25 FTE. The total FTE counts for instructional staff must be reported to the nearest hundredth, with EXPLICIT decimal (e.g. 59.20). Your FTE calculation is based on your teacher days for the current school year. An average of teacher days is around 229 so if your staff member works 229 days full time they would be considered as 1.00 FTE.

If a staff member has more than one assignment, count the staff member in terms of the assignments. An assignment could be a school, a position, or a teacher category. For example:
If a school staff member worked three-quarters of the time as a teacher, and one-quarter of the time as a librarian, he or she would be counted as a 0.75 teacher FTE and a 0.25 librarian FTE.
If a full time teacher’s time is split equally between two schools, that teacher would be counted as 0.50 FTE in each school.

Data Submission

When all data has been entered and checked for accuracy save the file to your system. The WDE657 Excel workbook must have October 3, 2022 in the header. Do not submit an updated version of the prior year form. Information can be copied from the prior year form into the 2022 form by using the ‘paste special’ function in Excel. The file is now ready to be uploaded to the Department. The institution respondent will select the Data Submission Log In link at the top right of the Data Collection Suite – Forms Inventory page.

This website is restricted to authorized users conducting official business with the Wyoming Department of Education. A WyEd username and password are required. To obtain the right to upload data to the Department, contact your WyEd Administrator and make sure the correct roles are assigned.

Once the Data Submission Log In link is accessed, the user will be on the Support page of the Data Collection Suite. From there, the user will select the Upload link and will then be prompted to enter their WyEd user name and password if the system does not already have this information.

Please be aware that the following depictions of what the user will view on the screen are examples only. The user account information that is shown is a testing account and does not represent a valid user.
Uploading the WDE657 Collection

Please be aware that there are multiple steps involved with the upload and certification process. They include:

- Upload
- Data Validation Checks
- 2nd Level Checks
- Certification

Please refer to all steps outlined in this document to ensure that the data has been submitted and that the process is complete.
Once logged in to the secure Data Collection Suite website, the user will have a choice of which collection to upload to (depending on the roles assigned the user) via the Collection Selector drop down. Chose the **WDE657 – Accredited Institution Staff Member Collection**. Once selected, the Collection Due Date will load and the user will then be requested to respond to the Submission Upload information.

(Example of a blank Submission Upload screen)
If this is the first time the user is submitting data, for the Submissions information, select ‘Start a New Submission’ {1} from the drop down box. Otherwise, the user can upload to a previous submission. For the File Role in Submission option, select ‘Primary Data File’ {2} and then enter the primary file that is stored in the system {3}. Comments {4} may be entered and are optional.

Once all items are complete, click the File Upload button to submit the WDE657 to the Department. Data validation will be performed on the incoming data to create the Validation Report. Once the validation is complete, a summary of the results will be reported to the user.

When the file is correctly uploaded, the respondent will receive a confirming email regardless if the data file passed validation.
Data did not pass validation

In the following example, the Validation Results Summary states that the submission did not pass the data validation and lists the error count contained in the data file.

To view the errors associated with the file upload, select the Continue button. Clicking on this button will show the summary of the errors found, as the following example depicts.
To view in detail the reported errors, click the arrow on the left to expand the selection. Please contact the Collection Steward or Data Collection Specialist if there are questions in regards to this Validation Report. The Validation Report will show the error by displaying the Collection Item (element) that did not pass, why the element did not pass data validation and the field location (cell location) of the error.

Please correct the errors noted and resubmit the file. If the files does not pass data validation, the submission cannot be certified.

NOTE: This validation report may also be viewed under the Submission link, Validation Reports tab.
Data passed validation

If the uploaded file did pass data validation, the Validation Results Summary will reflect this. The user will see the following example. Note that there is not an error count being displayed.

Now that the uploaded Excel workbook has passed data validation, the user will be required to initiate the 2nd Level Checks. To initiate these 2nd Level checks, click on the Continue button. The following screen will appear.
Click on the Run 2nd Level option to initiate the checks. The following screen will be displayed.
This screen is showing the progress of the 2nd Level Checks.

**Data did not pass 2nd Level checks**

If the submitted data did not pass the second level business rules checks, the found errors will be displayed as the following example depicts.
Note that the screen is indicating that the Second Level Business Rules have failed. The screen is indicating the error along with the description of the error. The data needs to be corrected in the Excel workbook and resubmitted, repeating the process until all data has passed all checks.

Data did pass 2\textsuperscript{nd} Level checks

If the submitted data did pass the second level business rule checks, the following screen is displayed.
Once all data has passed data validation as well as the second level business rules checks, the user will have the ability to continue on to the Certify option. Click the Continue option from the floating menu to view the following screen.
If your WyEd user account is assigned the Certify role, then you will notice there is now a Certify option. If you do not see this option, then your account does not have the Certify role and the WyEd user that does have this role will need to certify this data under the Submissions link.

Click on the Certify option (if available) to view the following summary/certification screens.
Click on the Certify button to certify your submission to the Department and view the following confirmation screen. Until the submission is certified, the Department does not actually have the data contained in the submission and the process is not complete.

Once the submission is certified, the persons that have certify rights to this collection along with the Collection Steward will receive a confirming email stating that the submission was certified. This email is confirmation that the process is complete.

NOTE: The submission can also be certified under the submission link as well; the process is the same.
Corrections to Data

You and the Collection Steward work together to resolve any errors in the data set. Corrections to the 2022 WDE657 data are restricted to a firm timeline. The Collection Steward will have an error report from your submitted data and will work with you to resolve any errors. Plan to work closely with the Collection Steward during the collection period until your data are clean. If you find an error and need help with resolution contact the WDE657 Collection Steward: Donal Mattimoe at donal.mattimoe@wyo.gov or (307) 777-6391. All errors must be resolved before data is final.

Re-uploading

Once your data are uploaded, you will be able to upload again as needed to correct errors discovered in the previous submission. The Collection Steward will have an error report from your submitted data and will work with you to resolve any errors. The collection window is October 3, 2022 – October 31, 2022. Remember, all errors must be resolved before data is final.

Content Questions and Answers

If your question is not listed here, please contact the Collection Steward, Donal Mattimoe, 307-777-6391 or donal.mattimoe@wyo.gov, for clarification.

<table>
<thead>
<tr>
<th>Questions</th>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>When would I use a teacher type of ‘NT’?</td>
<td>A teacher type of NT should be used when that teacher is instructing students but is not providing the grade or credit for the class. For example, special education pulls out teachers, there is a student teacher in the class, or there is a co-teacher who teaches but does not record grades.</td>
</tr>
<tr>
<td>What if a staff member has more than one assignment?</td>
<td>Report all of a staff member’s assignments on the Assignment worksheet of the WDE657 workbook.</td>
</tr>
<tr>
<td>What does it mean that my data is based on an October 1st snapshot?</td>
<td>The WDE657 collects employment details as of an October 1st snapshot or the first school day in October. The snapshot includes duties of employees that are contracted or planned to work during the full school year.</td>
</tr>
<tr>
<td>If my school serves grades 9-12, do I need to enter my teachers as teaching 9-12?</td>
<td>No, your low grade/high grade combination should be based on the assignment, not the school grade configuration of the institution.</td>
</tr>
<tr>
<td>How do I report my new staff members without a WISER ID?</td>
<td>You will need to request a WISER ID for these staff members by clicking on the Data &amp; Reporting link on the home page of the WDE website. Then click on the blue WISER Registration System logo. You cannot submit a staff member for the WDE657.</td>
</tr>
</tbody>
</table>
Questions | Answers
--- | ---
Without a WISER ID. For questions in regards to the WISER Registration System, please contact Donal Mattimoe at 307-777-6391 or donal.mattimoe@wyo.gov

How do I know when the WDE657 is ready to be sent (uploaded) to the WDE? When both the Employment and Assignment worksheets have been completely filled out, your questions have been answered, you have checked the validity of your data, and you have saved the workbook to your system. Then the individual with upload rights can upload and certify the WDE657 through the secure DCS portal.

What if I discover an error after I have uploaded and want to re-upload? The WDE657 can be uploaded and certified as many times as needed.

### Frequently Asked Questions

**WHOM DO I CONTACT REGARDING THE WDE657 CONTENT QUESTIONS?**
Donal Mattimoe, (307) 777-6391 or donal.mattimoe@wyo.gov

**WHOM DO I CONTACT REGARDING FORM/SUBMISSION/UPLOAD QUESTIONS OR PROBLEMS?**
Elizabeth Foster, (307) 777-7009 or elizabeth.foster@wyo.gov

**WHOM DO I CONTACT REGARDING USERNAME AND PASSWORDS OR COLLECTIONS ROLES IN ORDER TO UPLOAD A COLLECTION?**
Susan Williams, (307) 777-6252 or susan.williams@wyo.gov
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