

WYOMING DEPARTMENT OF EDUCATION  
WDE633 - Certified Staff Vacancy Application Information  
April 19, 2016

# Data Collection Guidebook

*Wyoming Department of Education*

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# *Data Collection Guidebook*

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Introduction

*The WDE633 is the annual collection from each district providing a report of certified staff vacancies at your district coming into the 2016-17 school year. Districts will be asked to report all certified vacancies that occurred after the submission of the prior year WDE633 to present.*

District staff will be asked to complete an excel worksheet and review data before submitting the collection through the Collection Tracking System. This guidebook serves as the definitive instruction set for the data contained within the WDE633 Data Collection.

WDE633 Authority

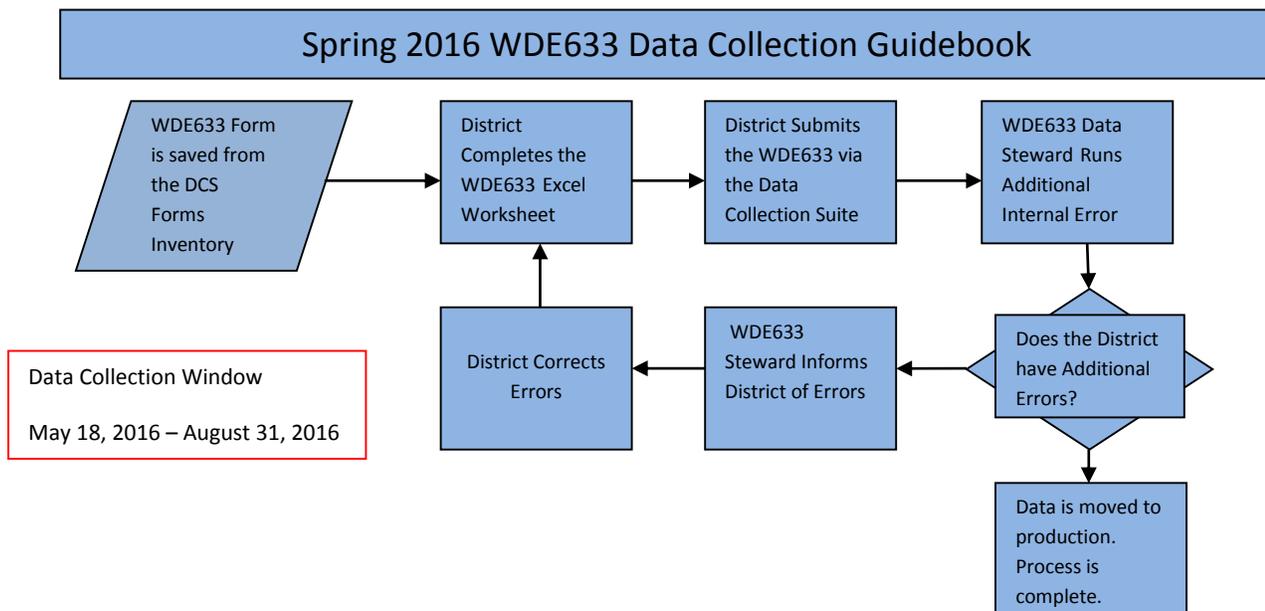
School Districts are required to submit a variety of data collections each year. The data collected by the Wyoming Department of Education (WDE) are critical and essential to the continual growth of Wyoming’s education system. The authorities that allow the WDE to collect data for the WDE633 are W.S. 21-2-203(c) (ii) & W.S. 21-13-309(u)

Collection Schedule

**WDE633 Spring Collection Window: May 18 – August 31, 2016**

It is highly recommended that each school district submit their data the WDE633 by Tuesday, August 15, 2016. This will ensure that errors can be corrected and the data can be certified before the end of the collection on the 31st.

School district personnel may edit the WDE633 data and certify at any time on any day of the collection window.



## WDE633 Data Element Descriptions

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The WDE633 is an annual report that provides information on the applicant qualifications districts seek in employees as well as all certified staff vacancies at the district coming into the 2016-17 school year. Districts are asked to report certified vacancies that occurred after the 2015-16 WDE633 submission to present.

- Qualifications – Grade School Teachers Grades PK – 5
- Qualifications – Secondary School Teachers Grades 6 – 12
- Qualifications – Other Certified Staff
- Rate overall ability to attract quality applicants
- School ID or District ID
- Vacant WISE ID
- Vacated First Name
- Vacated Last Name
- Date Vacancy Open
- Reason for Vacancy
- Assignment Code
- Assignment FTE
- Number of Applicants
- Other Vacancies Filled
- Number of Positions
- Attract High Quality Rating
- Date Vacancy Filled
- Replacement WISE ID
- Replacement First Name
- Replacement Last Name

- Vacancy Resolution
- First Choice Applicant Hired?
- If First Choice Applicant Not Hired, Why Not?

### **Qualifications – Grades School Teachers Grades PK – 5**

### **Qualifications - Secondary School Teachers Grades 6 – 12**

### **Qualifications – Other Certified Staff**

From the available options, choose the top three qualifications or attributes considered when making the decision to hire certified personnel. Districts will be asked to determine the order of importance for certified personnel working with Grades PK – 5, Grades 6 – 12 and Other Certified Staff.

Qualifications are required regardless of the occurrence of vacancies. The worksheet provides a drop box with the following choices:

- Caliber of certification institution
- Caring - Certification exam scores
- Certification in subject to be taught
- Communication Skills
- Cooperative
- Creative
- Enthusiastic
- Experience
- Grade point average
- Intelligent
- Major in area of teaching
- Master's Degree
- Motivated
- Organized
- Pre-Screening tests
- Quality of modeled lesson
- Quality of sample lesson plans
- Quality of teaching portfolio
- References/recommendations
- Residence in school district
- Thoughtful
- Works well with others

### **Rate the overall ability to attract high quality applicants**

On a scale of 1 to 4, how would you rate the overall ability to attract high-quality applicants when vacancies arise in district?

- 1 – Very Difficult
- 2 – Somewhat Difficult
- 3 – Somewhat Easy
- 4 – Very Easy

**School ID or District ID**

Valid seven-digit district ID or school ID assigned by the WDE. Select the organization ID where the vacancy occurred from the drop down list.

**Vacated WISE ID**

Enter the valid WISE ID for the staff member vacating the position.

**Vacated First Name**

Enter the First Name of the staff member vacating the position.

**Vacated Last Name**

Enter the Last Name of the staff member vacating the position.

**Date Vacancy Open**

The date the position was opened for recruitment of this certified staff position. To be reported YYYY-MM-DD. If you enter MM/DD/YYYY or MM-DD-YYYY it will automatically be formatted to YYYY-MM-DD.

**Reason for Vacancy**

From the available options, choose the reason for vacancy from the drop-down box.

- Retired – (Resigned and collecting retirement benefits)
- Terminated – (Dismissed by district for cause)
- Promoted – (Switched jobs in district)
- Transferred (in-district)
- Transferred (out-of-district, in-state)
- Transferred (out-of-district, out-of-state)
- Leave of Absence – (Health, Family, Sabbatical)
- Left Profession – (Left for other position in different career field)
- Deceased
- New Position (added course-new course)
- New Position (added class-enrollment growth)
- New Position (added employee – class size reduction)
- Position Eliminated (District not replacing this vacancy)
- Position Contracted Out

**Assignment Code**

Report only certified staff. From the Reportable Combinations link at the top of the worksheet select the assignment in which the vacancy occurred. If a certified staff vacancy has more than one assignment, enter one vacancy record (row) for each assignment.

**Assignment FTE**

Expected percent of time this assignment will be worked by the certified staff filling this vacancy, with 1.00 being equal to a full-time position. Valid entrees .01 – 1.00

**Number of Applicants**

The number of properly certified/credentialed applicants for the vacancy; will accept up to 500.

**Other Vacancies Filled**

Were other vacancies with the same assignment code filled using the same pool of applicants?

**Number of Positions**

How many vacancies in total, were filled by the same pool of applicants?

**Attract High Quality Rating**

On a scale of 1 to 4, how would you rate the overall ability to attract high-quality applicants for this vacancy?

- 1 – Very Difficult
- 2 – Somewhat Difficult
- 3 – Somewhat Easy
- 4 – Very Easy

**Date Vacancy Filled**

If the vacancy was filled, enter the date the person signed offer letter or contract. **To be reported YYYY-MM-DD.** If you enter the date as MM/DD/YYYY or MM-DD-YYYY it will automatically format to YYYY-MM-DD. If the vacancy was not filled, leave this field blank.

**Replacement WISE ID**

Enter the valid WISE ID for the staff member filling the position.

**Replacement First Name**

Enter the First Name of the staff member filling the position.

**Replacement Last Name**

Enter the Last Name of the staff member filling the position.

**Vacancy Resolution**

If the vacancy wasn't filled on the first day of school, what was the final vacancy resolution? If the vacancy was filled, leave blank.

- SB – Day to Day Substitute Teacher
- CD – Class Dropped from schedule
- CC – Class Combined with another Class
- CL – Collaboration: is a certification term whereby a teacher who does not have an endorsement in a particular area is allowed to teach in that area by “collaborating with another teacher who does have an endorsement in the area. These would be Teacher of Record and a Teacher not of Record.
- EL – WEN Video

- OF – Off Site Instruction
- OL – Overload current staff: Where several teachers agree to teach extra class(s) to relieve the vacancy.
- DE – Other Distance Education or online course
- ID – Inter-district teacher sharing

### First Choice Applicant Hired

Was the first choice applicant hired? Y = Yes and N = No.

### If First Choice Applicant Not Hired, Why Not

If the first choice applicant was NOT hired provide a narrative why not. If the first choice applicant WAS hired leave this field blank.

## Data Submission Instructions

### Accessing the WDE633 Collection

The WDE633 collection is located in the WDE Data Collection Suite,  
<https://edu.wyoming.gov/data/dcs/>

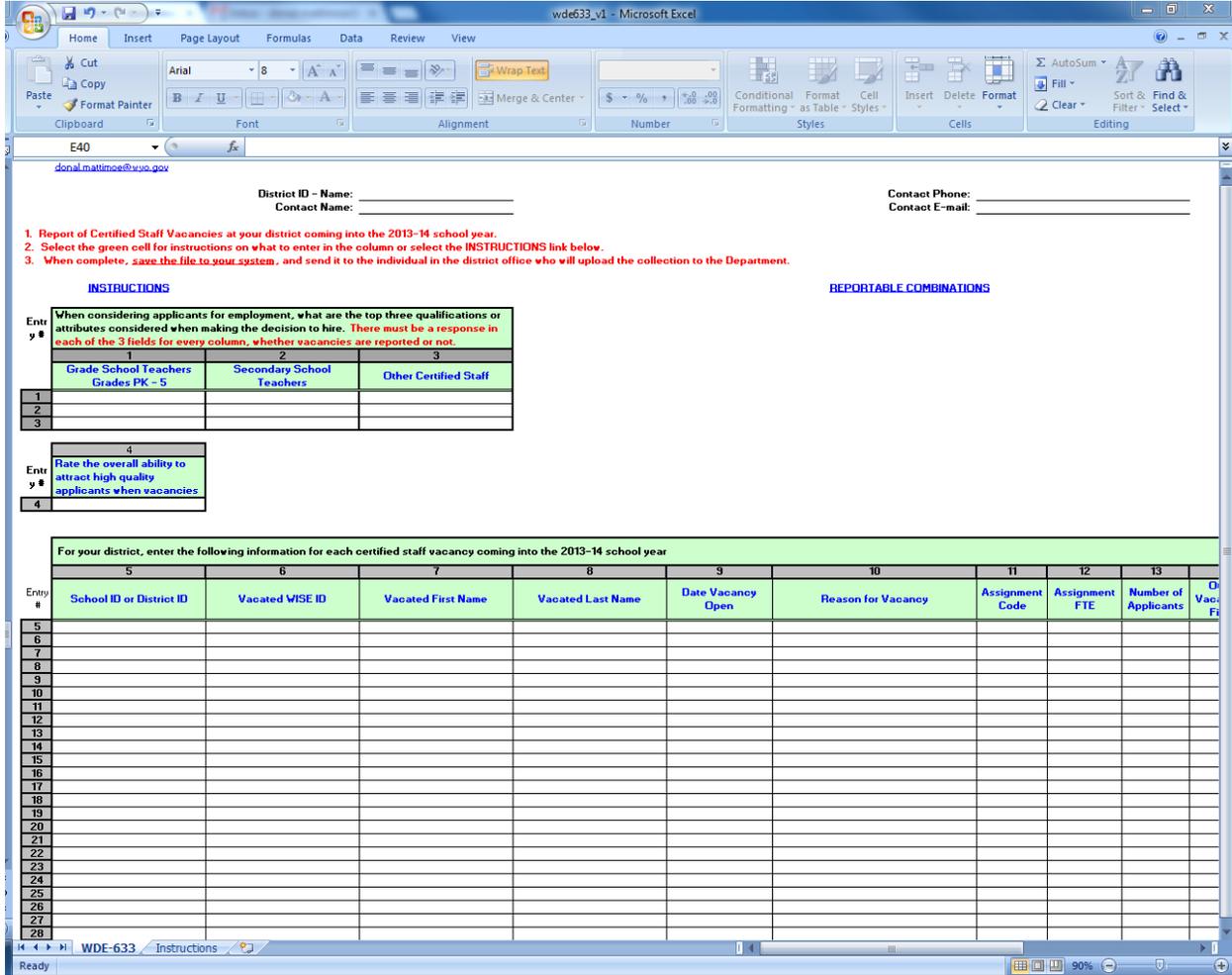
Scroll through the list of collections and find WDE633. Click on the arrow on the left side of the WDE633 for more options.

The WDE633 Form detail will provide a *Description* with general information regarding the WDE633 collection. There is also *Contact* tab with the WDE633 data steward contact information and a *Documents* tab that contains the guidebook, WDE633 worksheet and Reportable Combinations hand out.

>	WDE626	Early Literacy - Longitudinal Data	District	Under Review	06/29/2012
∨	WDE633	Certified Staff Vacancy and Applicant Information	District	Under Review	08/30/2013
<div style="border: 1px solid gray; padding: 5px;"> <div style="display: flex; justify-content: space-around; border-bottom: 1px solid gray; margin-bottom: 5px;"> <span>Description</span> <span>Contact</span> <span>Documents</span> </div> <p><b>Abstract:</b> Report from districts providing information to the recalibration committee regarding reporting certified staff positions that were vacant going into the 2013-14 school year as well as information about the applicant pool. Complete and submitted on or before the due date. COLLECTION PERIOD: 5/15/2013 - 8/30/2013</p> <p><b>Mandate:</b> W.S. 21-2-203(c) (ii); W.S. 21-13-309(u)</p> <p><b>Method:</b> Web Upload</p> <p><b>Periodicity:</b> Annually</p> <p><b>Required:</b> Required</p> </div>					
>	WDE636	WISE Report of Student Disciplinary Actions and Crime and Violence Incidents	District	Under Review	07/02/2012

Enter/Edit Data

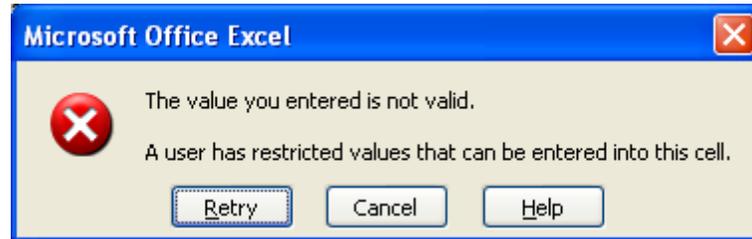
Open the WDE633 link under the Documents tab and save the form to your computer (WDE633-Your seven digit district ID). There will be two tabs located at the bottom of the screen - one for the WDE633 form and one for a set of general instructions.



Districts will need to provide their district name at the top of the page by selecting the correct organization from the drop box. They will also need to provide the name of the person completing the form and the contact person’s email and phone number.

## Validate Data

There are several internal error checks that will appear if incorrect information is provided in the WDE633 excel form. For example if an invalid value is provided you will get the following error.



Several of the fields have drop boxes that provide valid value options. It is suggested the user select from drop boxes when available.

## Certify/Submit Data

Once the form is completed and has been reviewed it is ready to be certified or submitted to the WDE through the Data Collection Suite.

The Data Collection Suite can be accessed through the Fusion Data Collection Suite

The screenshot shows the 'Data Collection Suite - Forms Inventory' page. The page header includes 'WYOMING EDUCATION FUSION' and navigation links like 'Home', 'Directory', 'Data Collection', 'Data Reporting', 'Applications', and 'ART'. The main content area features a 'Data Collection Suite - Forms Inventory' section with a table of data collection items. A red arrow points to a 'Data Submission Log In' button.

Collection	Title	Respondent	Status	Due Date
WDE100A	School Foundation Program Funding Worksheet	District	Under Review	08/12/2014
WDE100B	Vocational Education Student FTE Worksheet	District	Under Review	08/12/2014
WDE100C	Vocational Education Teacher FTE Worksheet	District	Under Review	08/12/2014
WDE103	Reimbursable Pupil Transportation Expenditures Report	District	Under Review	08/12/2014

Enter your User Name and Password. For assistance log onto Data Collection Suite go to support tab, under Instructional Videos, look at Retrieving and Resetting Passwords.

<https://portals.edu.wyoming.gov/DCS/Content/Docs/Videos/RetrieveandResetPassword.mp4>

Sign In

Wyoming Department of Education

Type your user name and password.

User name:  Example: Domain\username

Password:

On the next page select the “uploads” You will see your district id displayed on right side of screen. If you have multiple organizational accesses, you must specify school district before selecting the collection.

Data Collection Suite R1  
STATE OF WYOMING  
DEPARTMENT OF EDUCATION

Citizen | Business | Government | Visitor

uploads | submissions | tracking | collections | admin | support

Collection Selector

Collection:

**Current Respondent:**  
You are currently representing:  
**Lincoln County School District #1**  
**Organization Code: 1201000**

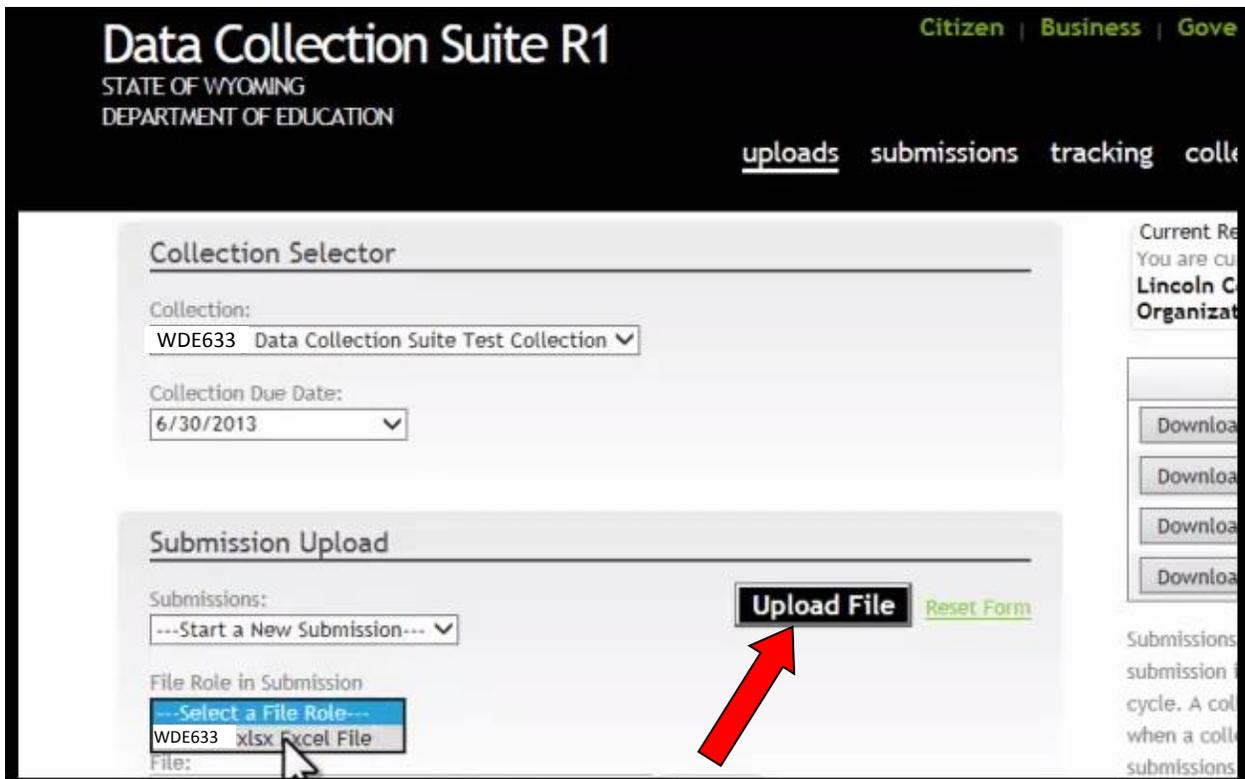
Submissions are packages of files. A submission is associated with a collection cycle. A collection cycle is a period of time when a collection is open for the receipt of submissions. This upload tool is used to submit files to submission packages for validation and certification. Once a submission is certified it is loaded into a staging environment at WDE for state wide data integrity and quality checks.

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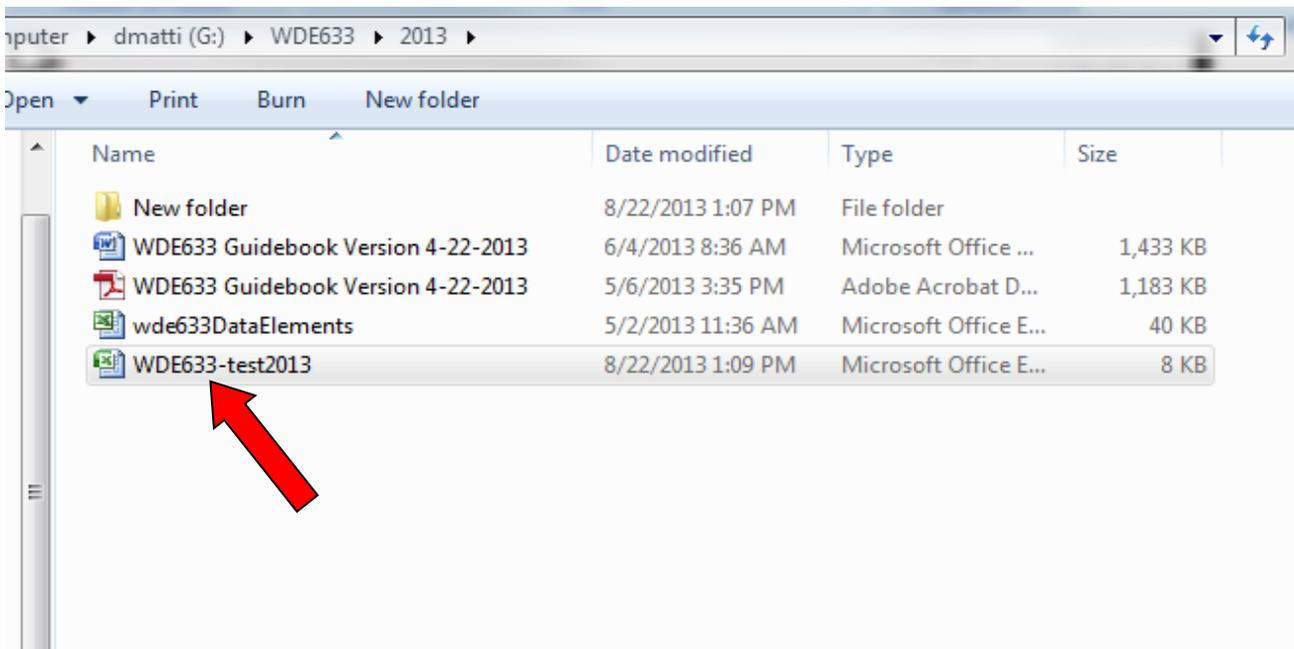
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Theme Design by [The Web Creators](#) • [Thanks from the Data Suite](#)

Must have WDE633 Edit rights for the collection and to Certify a collection you will need WDE633 Certify Rights. Your District Fusion Administrator can assign the necessary roles if you don't see them in the WDE633 in the drop box.

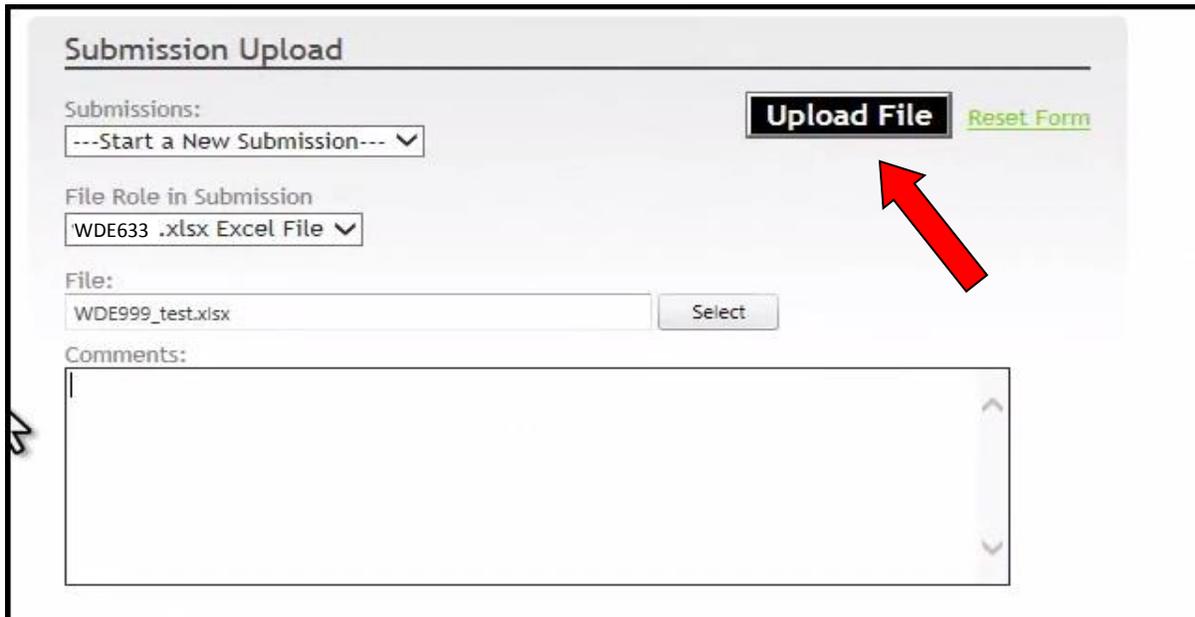




Use your browser to upload the file from your hard drive



Any comments to the WDE633 data steward can be included in the comments portion. To upload file into database select Upload File.



**Submission Upload**

Submissions:  
---Start a New Submission---

File Role in Submission  
WDE633 .xlsx Excel File

File:  
WDE999\_test.xlsx Select

Comments:

**Upload File** [Reset Form](#)

Once your file has been uploaded to the DCS a validation report must be created, click on Validation Report tab.



**Submission Upload**

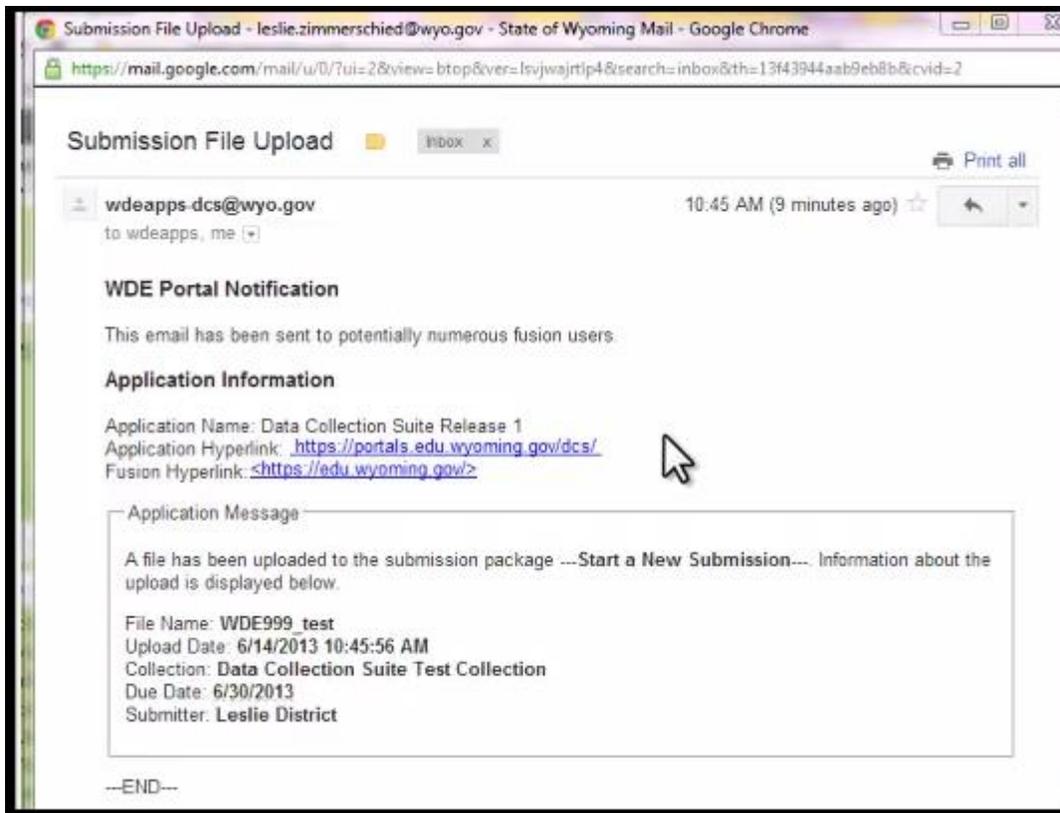
Your file has been uploaded. Would you like to upload another file?  
[Upload Another File](#)

A validation report has been created. Would you like to view the validation report?  
[Validation Report](#)

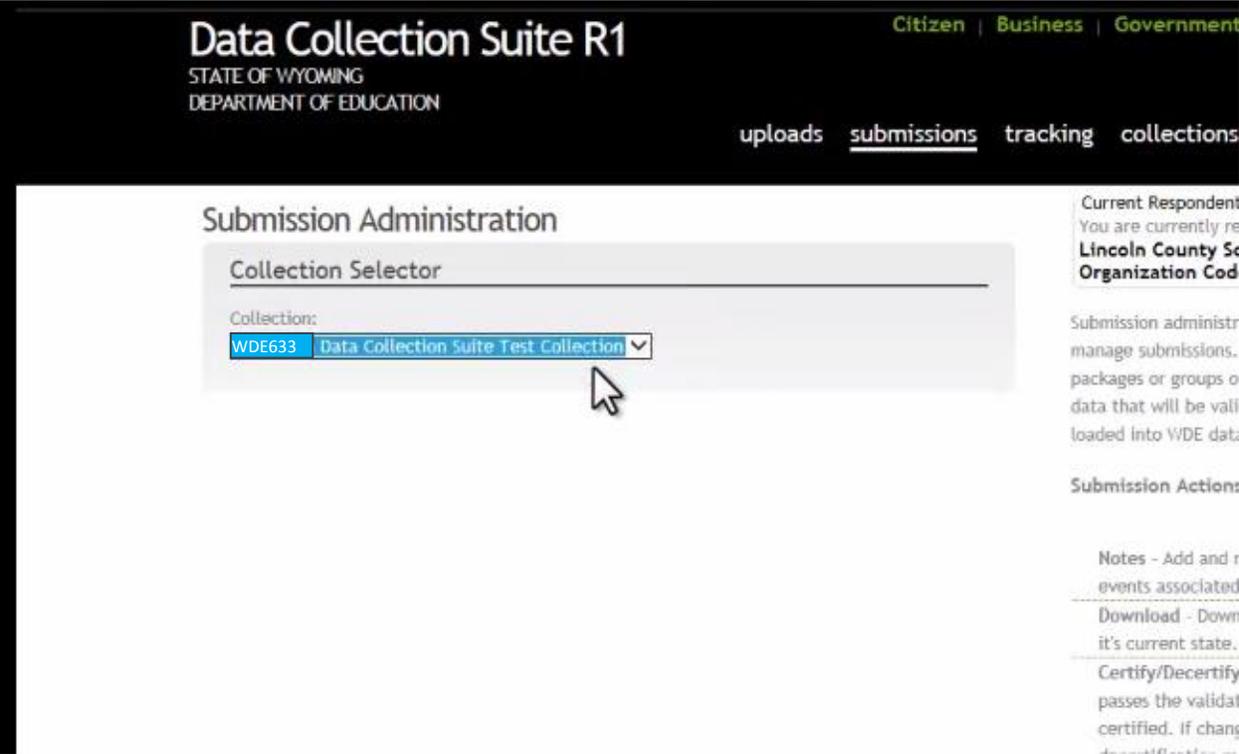
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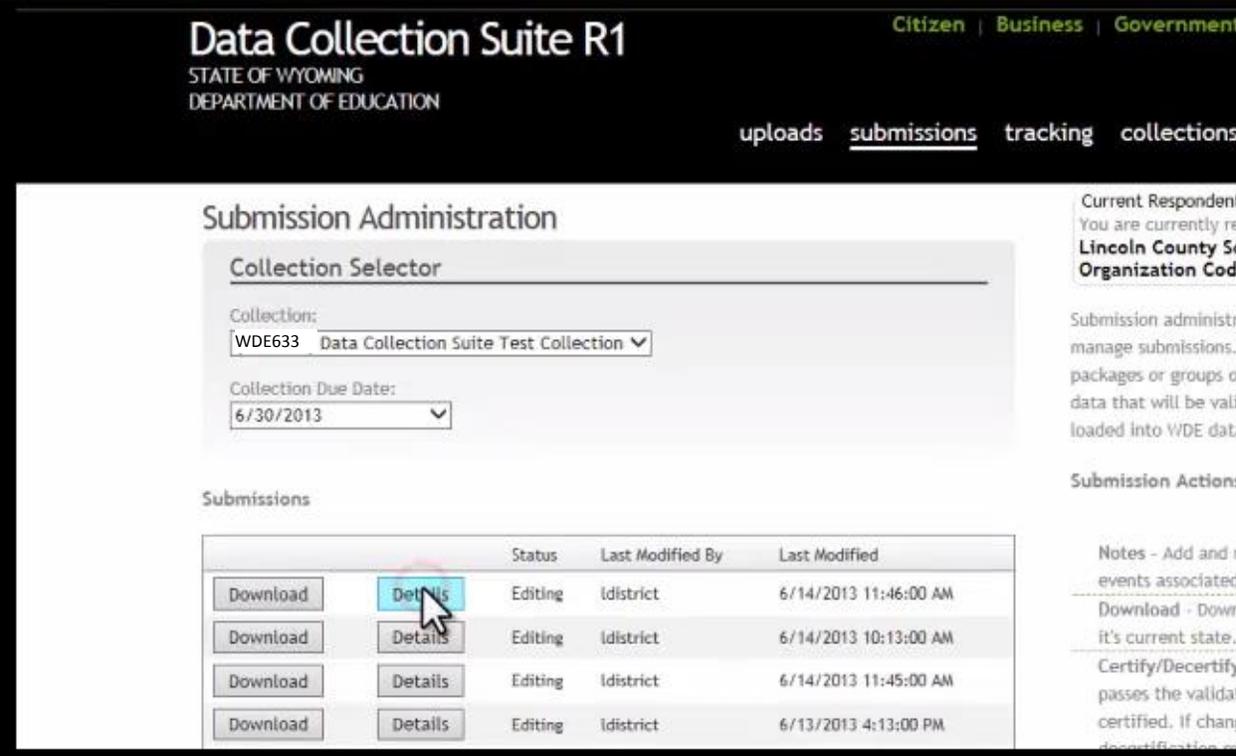
Once file has been successfully uploaded you will receive an email confirmation.



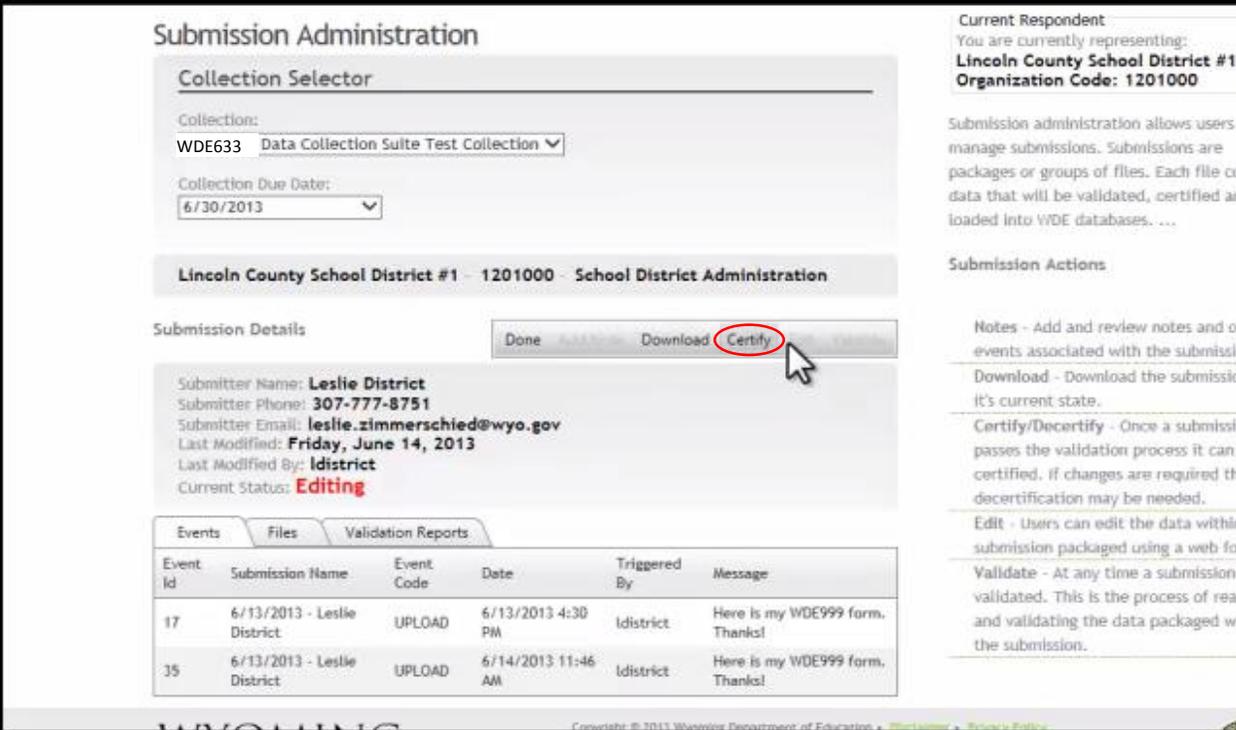
File must now be certified by district and sent to WDE for processing. Click on submission tab.



This will show your district’s submissions for the collection. Click on Details tab to show current status



Click on certify to send to WDE and create an email notification



**0201000 - WDE633 Submission Certified** Inbox x WDE633 x

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**wdeapps-dcs@wyo.gov**  
to wdeapps, me, Richard ▾

**WDE Portal Notification**

This email has been sent to potentially numerous fusion users.

**Application Information**

Application Name: Data Collection Suite Release 1  
Application Hyperlink: <https://portals.edu.wyoming.gov/dcs/>  
Fusion Hyperlink: <https://fusion.edu.wyoming.gov/>

Application Message

A submission package has been certified. The certification details are shown below:

Submission: **8/22/2013 - Richard Parker**  
Collection: **WDE633 Certified Staff Vacancy and Applicant Information**  
Organization Code: **0201000 - Big Horn County School District #1**  
Due Date: **8/30/2013**  
Certifying User: **Richard Parker**  
Date Certified: **8/22/2013 5:26:49 PM**

Your submission has reached WDE.

## Errors in Data

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Once the WDE633 has been certified and sent to the WDE, the Data Steward will manually import the information into the database and run additional internal error checks. If additional errors are found the data steward will email districts a list of necessary corrections. Districts will need to make their corrections and then re-upload the worksheet in the Data Collections Suite.

If districts determine they entered data in error they can contact the WDE633 data collection steward and then resubmit.

## Support Contacts

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***Whom do I contact regarding WDE633 content questions?***

Donal Mattimoe – 307-777-6391 or [donal.mattimoe@wyo.gov](mailto:donal.mattimoe@wyo.gov)

***Whom do I contact regarding submission questions or problems?***

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

***Whom do I contact regarding username and passwords in the Data Collection Suite?***

District Fusion Administrator or utilize DCS support tab, Instructional Videos – Retrieving and Resetting Passwords.

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

## Appendix A: Business Rules

RULE #	RULE TYPE	PROBLEM DESCRIPTION	PROBLEM DETAILS
1001	ERROR	Invalid School Year	School Year is missing or invalid
1002	ERROR	Invalid District ID	District ID is missing or invalid
1003	ERROR	Missing Grade School Qualification	Grade School Qualification is missing
1004	ERROR	Missing Secondary School Qualification	Secondary School Qualification is missing
1005	ERROR	Missing Other Certified Staff Qualification	Other Certified Staff Qualification is missing
1010	ERROR	Duplicate Grade School Qualifications	Grade School Qualifications contain duplicates
1011	ERROR	Duplicate Secondary School Qualifications	Secondary School Qualifications contain duplicates
1012	ERROR	Duplicate Other Certified Staff Qualifications	Other Certified Staff Qualifications contain duplicates
1100	ERROR	Invalid School Year	School Year is missing or invalid
1101	ERROR	Invalid District ID	District ID is missing or invalid
1102	ERROR	Invalid Org ID	Org ID is missing or invalid
1103	ERROR	Missing Date Vacancy Open	Date Vacancy Open is missing
1104	ERROR	Invalid Reason for Vacancy	Reason for Vacancy is missing or invalid
1105	ERROR	Invalid Assignment Code	Assignment Code is missing or invalid
1106	ERROR	Missing Assignment FTE	Assignment FTE is missing
1107	ERROR	Missing Number of Applicants	Number of Applicants is missing
1108	ERROR	Invalid Attract High Quality Rating	Attract High Quality Rating is missing or invalid
1109	ERROR	Invalid Date Vacancy Filled	Date Vacancy Filled is missing or occurs before Date Vacancy Opened
1110	ERROR	Invalid Vacancy Resolution	Vacancy Resolution is missing or invalid
1111	ERROR	Invalid First Choice Applicant Hired	First Choice Applicant Hired is missing or invalid
1112	ERROR	Missing First Choice Explanation	First Choice Explanation cannot be blank when First Choice Applicant is N
1120	ERROR	Invalid Assignment Code	Assignment Code is invalid for the Selected Org ID
2000	WARNING	Missing District Data	No data for district