

WDE687 – Assessment Participation Rostering Guidebook

April 2025

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Introduction

The WDE687 collects student level data for students who are enrolled in Accredited Institutions, Private Schools, Districts, and Connections Academy who desire to participate in WY-TOPP testing. This collection is submitted on an as needed basis.

To ensure that a student is associated with only one school and prevent schools from overwriting each other's information, at the beginning of the 2018-19 school year, the Wyoming Department of Education (WDE) assumed responsibility for sending nightly assessment rosters to the WY-TOPP vendor based on current primary enrollment records across the state. Because school districts and one accredited institution send this information to WDE daily via a connection with their student information systems, the WDE has created a new roster collection, the WDE687, so that other organizations can participate in the WY-TOPP testing. Homeschooled students are not included via the connection with the district's student information system and must be submitted via the WDE687 if they are needing to be tested.

Roster submissions should occur at a minimum of two days prior to the organization's first test day. This is because the statewide assessment roster updates only once a day and must be error free (Note: you still may be able to pull a student who is not in your roster into an open testing session, but without the roster there is no guarantee ahead of time that the student will be available to you in TIDE). Error free student records submitted by 4:30 p.m. will appear in TIDE the next day.

The WDE687 roster submission must contain all students that are to be tested. If a student needs to be added to the roster, that student will need to be added to the WDE687 Excel workbook that also contains all the previously submitted students. In other words, each time a submission is made, all students must be included, not just the student(s) that need to be added. The same applies if a student is to be removed from the roster. Submit all previously submitted students, minus the student that needs to be removed.

It is imperative that if a student leaves your school during the collection/testing window (September 1, 2024 - June 13, 2025) that you submit a corrected WDE687, with the student removed from your roster. Removing them from your roster will allow Wyoming public schools to include that student in their test roster.

This guidebook serves as the definitive instruction set for the data contained within the WDE687 Data Collection.

Collection Schedule

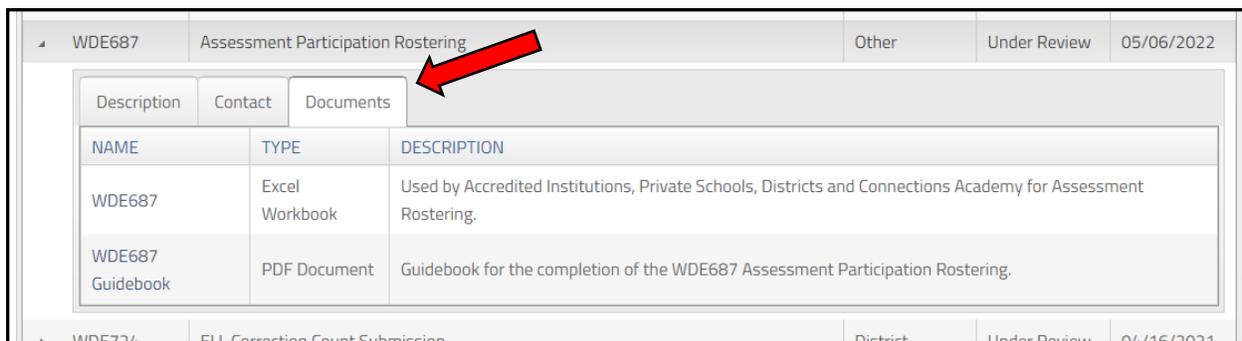
**WDE687 Collection Window:
September 1, 2024 – June 13, 2025**

Instructions

Accessing the WDE687 Collection

The WDE687 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 Data menu, under Data Reporting Tools menu on the WDE's main web site (edu.wyoming.gov).

Within the Data Collection Suite – Forms Inventory page, scroll down to select the **WDE687 – Assessment Participation Rostering**. Click on the arrow on the left to expand the selection and then navigate to the Documents tab. Click on the WDE687 link to open the Excel workbook and then save it to your system using the suggested file name of *WDE687-YourInstitutionID*.



NAME	TYPE	DESCRIPTION
WDE687	Excel Workbook	Used by Accredited Institutions, Private Schools, Districts and Connections Academy for Assessment Rostering.
WDE687 Guidebook	PDF Document	Guidebook for the completion of the WDE687 Assessment Participation Rostering.

Please do not open or save the workbook in Google Drive or Google Sheets! This corrupts the workbook. DCS will not allow a workbook to be uploaded if it has been opened or saved in Google Sheets.

Data Compilation

Data will be entered into the worksheet page of the WDE687 Excel workbook. Information can be copied from another source document by using the **Paste Special – Values (text)** option within Excel. Data elements are defined in this document. The Instruction worksheet of the WDE687 Excel workbook also contain information on the data elements of the WDE687.



It is **important** to fill out the Organization ID – Name: field at the top of the form as this field is used to derive the appropriate School ID list for each respondent.

Data Elements

- WISER ID
- School ID
- First Name
- Middle Name
- Last Name
- Date of Birth

- Gender
- Grade
- Asian Race
- Indian Race
- Black Race
- Pacific Islander Race
- White Race
- Hispanic Ethnicity
- IDEA
- ELL
- Section 504 Status
- Home Language
- Alternative Testing
- Virtual Ed Student

WISER ID

All students must be assigned the WDE 8-digit student record identifier. This element is required. For additional information or questions regarding WISER IDs, please contact Elizabeth Foster at 307-777-7009 or elizabeth.foster@wyo.gov.

School ID

Valid 7-digit Wyoming School ID. Please select from the drop-down list. This element is required.

First Name

Student's legal first name. This element is required.

Middle Name

Student's legal middle name. This element is optional.

Last Name

Student's legal last name. This element is required.

Date of Birth

Student's date of birth. This element is required.

Gender

Student's gender. This element is required. Valid values are:

- M – Male
- F – Female

Grade

Report the student's grade level based on their current grade level placement. This element is required.

Valid values are:

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

***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 student'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'. More than one race can be reported.

Asian Race

Is this student of the Asian race? This element is required. Valid values are:

- Y – Yes
- N – No

Black Race

Is this student of the Black or African American race? This element is required. Valid values are:

- Y – Yes
- N – No

Indian Race

Is this student of the American Indian or Alaska Native race? This element is required. Valid values are:

- Y – Yes
- N – No

Pacific Islander Race

Is this student of the Native Hawaiian or Pacific Islander race? This element is required. Valid values are:

- Y – Yes
- N – No

White Race

Is this student of the White race? This element is required. Valid values are:

- Y – Yes
- N – No

Hispanic Ethnicity

Is this student of the Hispanic or Latino Ethnicity? This element is required. Valid values are:

- Y – Yes
- N – No

IDEA

Is this student on an Individual Education Plan (IEP) under IDEA? This element is required. Valid values are:

- Y – Yes
- N – No

ELL

Is this student an English Learner? This element is required. Valid values are:

- Y – Yes
- N – No

Section 504 Status

Is this student on a 504 accommodation plan? This element is required. Valid values are:

- Y – Yes
- N – No

Home Language

What is this student's home language? This is a required element. The three-digit valid code must come from the ISO 639-2 code list. Valid codes can be found by visiting this website

https://www.loc.gov/standards/iso639-2/php/code_list.php

The full list of WDE accepted codes can be found here [Valid Language Codes](#).

Home language is the language spoken in the student's home as reported on the Home Language Survey (HLS).

Alternative Testing

Does this student require WY-ALT testing? This element is required. Valid values are:

- Y – Yes
- N – No

Virtual Ed Student

Is this student enrolled full-time in virtual education courses offered through an approved virtual education program provided by a Wyoming public school district pursuant to W.S. 21-13-330? "Full-time virtual education" means more than fifty percent (50%) of the required educational program is provided through virtual education by a school district established pursuant to the laws of this state. This element is required.

Valid values are:

- Y – Yes
- N – No

If your school has the primary (home) enrollment including primary enrollments where StudentHomeschooled is "Yes"

Report "Yes" if:

- Your school holds the primary enrollment, **and**
- The total number of sections that are taken through virtual education divided by the total number of sections in the primary enrollment school's established course load is more than 50%.

Report "No" if:

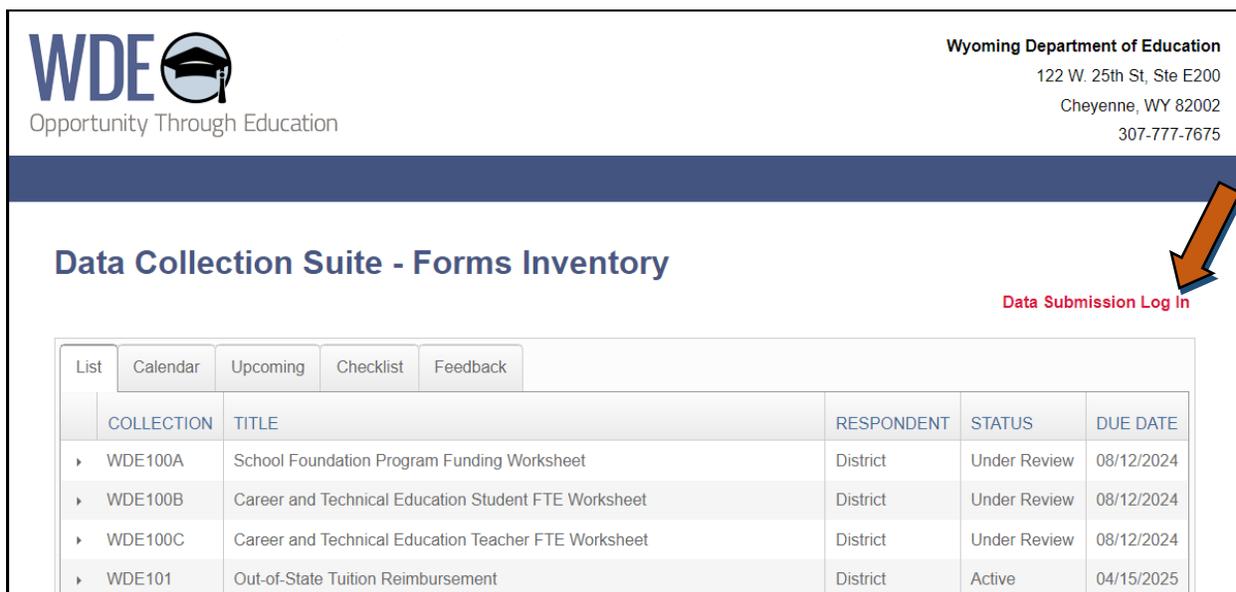
- The total number of sections that are taken through virtual education divided by the total number of sections in the primary enrollment school's established course load is 50% or less.

Any school holding a concurrent enrollment should report "No" regardless of whether or not the student is taking virtual education sections through that school.

Note: **Do not include** post-secondary dual enrollment courses (InstructionLevel 'HS') in the count of the student's virtual education courses as they do not qualify in this context.

Data Submission

When all data has been entered and checked for accuracy, save the file to your system. The file is now ready to be uploaded to the Department. The respondent will select the **Data Submission Log In** link at the top right of the [Data Collection Suite – Forms Inventory](#) page.



Wyoming Department of Education
122 W. 25th St, Ste E200
Cheyenne, WY 82002
307-777-7675

Data Collection Suite - Forms Inventory

[Data Submission Log In](#)

COLLECTION	TITLE	RESPONDENT	STATUS	DUE DATE
WDE100A	School Foundation Program Funding Worksheet	District	Under Review	08/12/2024
WDE100B	Career and Technical Education Student FTE Worksheet	District	Under Review	08/12/2024
WDE100C	Career and Technical Education Teacher FTE Worksheet	District	Under Review	08/12/2024
WDE101	Out-of-State Tuition Reimbursement	District	Active	04/15/2025

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 or contact the Collection Steward, Elizabeth Foster, (307) 777-7009 or elizabeth.foster@wyo.gov. The Collection Steward will be able to verify and/or create the WyEd user account.

Please be aware that there are multiple steps involved with the data submission 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 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.

Data Collection Suite R1
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Welcome, Liz Districts

Forms Uploads Submissions Tracking Collections Admin Support Logout

Support

Welcome to the Data Collection Suite Support!

Per [Director's Memorandum No. 2013-080](#), the Collection Tracking System (CTS) has been replaced with Data Collection Suite Release 1 (DCS). To sign in to DCS please use your Fusion username and password. To sign in, click on the upload hyperlink in the DCS navigation bar at the top of this page. The WDE690 is no longer utilized to manage user credentials for data submission and reporting.

This support page contains valuable links to help solve any technical issues. Please feel free to contact us using any of the following methods.

- The [DCS User Manual](#) can be downloaded via the link on the right.
- The Instructional Video list contains several short how-to videos to help guide users through the data collection submission process.
- In an effort to continuously improve our products and services, please send constructive comments and suggestions to the WDE through the [Provide Feedback](#) tool.
- The [Contact](#) link has telephone and email information for various WDE staff.

We appreciate your time and hope DCS can be a tool that works for everyone.

Sincerely,
The WDE Information Management Division

Support Resources

- [Provide Feedback](#)
- [DCS User Manual](#)
- [Contact Us](#)
- [Current User Profile](#)

Resources

- [Collection Summary](#)
- [DCS - Forms Inventory on WDE Website](#)
- [Home Page of WDE Website](#)
- [Communications on WDE Website](#)
- [WISE Website](#)
- [DCS Support](#)

Instructional Videos

- [Signing into DCS](#)
- [Using the Respondent Selector](#)
- [Uploading and Certifying](#)
- [Retrieving and Resetting Passwords](#)
- [Certifying, Downloading and Decertifying Submissions](#)

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Uploading the WDE687 Collection

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 **WDE687 – Assessment Participation Rostering**. Once selected, the Collection Due Date will load and the user will then be requested to respond to the Submission Upload information.

Data Collection Suite R2

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Welcome, Liz Districts

Forms Uploads Submissions Tracking Collections Admin Support Logout

Collection Selector

Collection:

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:

Submission Upload

Submissions:

File Role in Submission

File:

Comments:

[Reset Form](#)

Current Respondent

You are currently representing:
Big Horn County School District #2
Organization Code: 0202000 [Change](#)

Previous Submissions

No Previous Submissions

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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(Example of a blank Submission Upload screen)

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Welcome, Liz Districts

Forms Uploads Submissions Tracking Collections Admin Support Logout

Collection Selector

Collection:

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:

Submission Upload

Submissions:
 {1}

File Role in Submission
 {2}

File:
 {3}

Comments:

Current Respondent

You are currently representing:
Big Horn County School District #2
Organization Code: 0202000 [Change](#)

Previous Submissions

No Previous Submissions

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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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 WDE687 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.

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.

The screenshot displays the 'Data Collection Suite R2' interface for the State of Wyoming Department of Education. The user is logged in as 'Liz Districts'. The main content area is divided into two sections: 'Collection Selector' and 'Submission Upload'.

Collection Selector: Shows the selected collection as 'WDE687 - Assessment Participation Rostering' and the due date as '5/6/2022'. A note indicates that access requests should be directed to the district's WyEd Administrator.

Submission Upload: Contains a message: 'Your file has been uploaded. Would you like to upload another file?' with an 'Upload Another File' button. Below this, a validation error message is displayed: 'The submission package has not passed validation (error count: 35). Please review the validation report to review data validation errors.' A 'Continue' button is located below the error message. Two orange arrows are overlaid on the image: one points to the 'Continue' button, and the other points to the 'Upload Another File' button.

Right Sidebar: Shows the current respondent as 'Big Horn County School District #2' with organization code '0202000'. Below this is a list of 'Previous Submissions' with dates and times, each linked to 'Liz Districts'.

Footer: Includes the Wyoming Department of Education logo, copyright information for 2023, and links to 'Disclaimer' and 'Privacy Policy'.

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.

Data Collection Suite R2

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Welcome, Liz Districts

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

Collection:
WDE687-Assessment Participation Rostering

Validation Report:
Loading Results for Submission Package: 9/7/2021 10:17 AM - Liz Districts

Submitter: **ldistricts, elizabeth.foster@wyo.gov, 307-777-7009**

Due Date: **5/6/2022**

The submission is invalid and cannot be certified at this time.

Show ▾ Done

Set	Is Valid
> Student Level Data - Successfully Imported Rows: 15	Fail

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To view in detail the reported errors, click the arrow on the left to expand the selection. Please contact the Collection Steward 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 file 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. Notice that there is no longer an error count being displayed.

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Forms Uploads Submissions Support Logout

Collection Selector
Collection:
WDE687 - Assessment Participation Rostering ▼
To request access to any data collection, please contact your district's WyEd Administrator.
Collection Due Date:
5/6/2022 ▼

Submission Upload
Review Validations and Certify
The submission package has passed validation. Please review the validation report to certify the submission.
Continue

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

Current Respondent
You are currently representing:
Big Horn County School District #2
Organization Code: 0202000 [Change](#)

Previous Submissions

- [4/19/2022 10:36 AM - Liz Districts](#)
- [4/19/2022 10:36 AM - Liz Districts](#)
- [4/19/2022 10:33 AM - Liz Districts](#)
- [4/19/2022 10:27 AM - Liz Districts](#)
- [9/7/2021 10:17 AM - Liz Districts](#)

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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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.

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Welcome, Liz Districts

Forms Uploads Submissions Tracking Collections Admin Support Logout

Collection:
WDE687-Assessment Participation Rostering
Validation Report:
Loading Results for Submission Package: 9/7/2021 10:17 AM - Liz Districts
Submitter: **ldistricts, elizabeth.foster@wyo.gov, 307-777-7009**
Due Date: **5/6/2022**

You need to run second level business rules for this submission.

2nd Level Show ▼ Done

Set	Is Valid
No records to display.	

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Click on the 2nd Level menu option to execute the second level business rules on the submitted data. Once selected, the following screen is displayed.

The screenshot shows the 'Data Collection Suite R2' interface for the State of Wyoming Department of Education. The user is logged in as 'Liz Districts'. The main content area displays a validation report for a submission package from 9/7/2021. The report indicates that the user needs to run second-level business rules. A progress bar shows that 45% of the 7 rules have been completed. The current rule being worked on is 'Create rules', and it has taken 00:00:15 to execute. The table below the progress bar is empty, showing 'No records to display'.

Collection: **WDE687-Assessment Participation Rostering**
 Validation Report:
 Loading Results for Submission Package: 9/7/2021 10:17 AM - Liz Districts
 Submitter: lldistricts, elizabeth.foster@wyo.gov, 307-777-7009
 Due Date: **5/6/2022**

You need to run second level business rules for this submission.

2nd Level Show Done

Set	Is Valid
No records to display.	

Percent Done: 45 % (7 of 7)
 Currently working on: Create rules
 Elapsed time: 00:00:15

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This screen is showing the progress of the execution of the 2nd level business rules.

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 screen example depicts.

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Collection:
WDE687-Assessment Participation Rostering

Validation Report:
Loading Results for Submission Package: 9/7/2021 10:17 AM - Liz Districts

Submitter: **ldistricts, elizabeth.foster@wyo.gov, 307-777-7009**

Due Date: **5/6/2022**

Show ▼
Done

Second Level Business Rules Failed

2020 Birthdate does not match the WISER ID Registration Invalid Birthdate

WISER ID	WDE687 Name	WDE687 Birthdate	WISER ID Registration System Name	WISER ID Registration System Birthdate
1271772	Elizabeth Foster	2000-01-01	Elizabeth Foster	2000-01-01
1271773	Elizabeth Foster	2000-01-01	Elizabeth Foster	2000-01-01

2040 At least one Race must be a ""Y"" Invalid Race Combination

WISER ID	Name	Asian Race	Black Race	Indian Race	Pacific Islander Race	White Race
1271772	Elizabeth Foster	Y	Y	Y	Y	Y

2060 Home Language must be a valid code with a language Invalid Home Language

WISER ID	Name	Home Language Code	Home Language Name	Language Type
1271772	Elizabeth Foster	999		

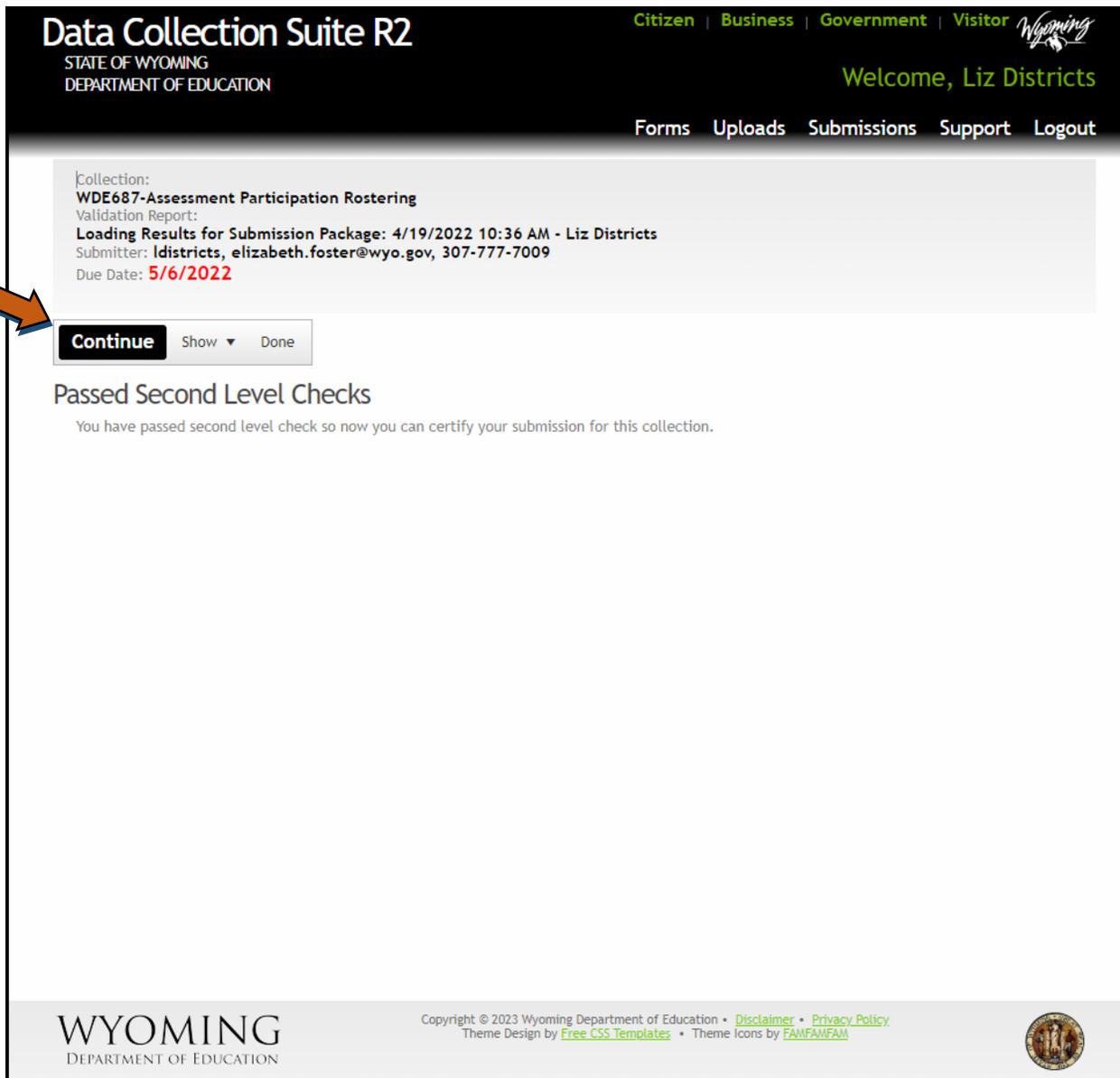
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(Note: student information is intentionally blurred)

Please 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 2nd Level checks

If the submitted data did pass the second level business checks, the following screen is displayed.



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Welcome, Liz Districts

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Collection:
WDE687-Assessment Participation Rostering
Validation Report:
Loading Results for Submission Package: 4/19/2022 10:36 AM - Liz Districts
Submitter: **ldistricts, elizabeth.foster@wyo.gov, 307-777-7009**
Due Date: **5/6/2022**

Continue Show ▾ Done

Passed Second Level Checks

You have passed second level check so now you can certify your submission for this collection.

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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 button from the floating menu to view the following screen.

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Certify Submission Package

- Collection: **WDE687 - Assessment Participation Rostering**
- Due Date: **5/6/2022**
- Creation Date: **4/19/2022**
- Last Modified: **11/15/2023 2:03 PM**
- Last Modified By: **ldistricts**
- Submitter Name: **Liz Districts**
- Submitter Phone: **307-777-7009**
- Submitter Email: **elizabeth.foster@wyo.gov**
- Current Status: **Editing**

File name	Data Submit Date	Modified	Modified By
wde687 - test3 .xlsx	11/15/2023 2:03:18 PM	11/15/2023 2:03:00 PM	ldistricts

I certify that to the best of my knowledge and belief all of the information in this submission package is correct.

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If the WyEd user account is assigned the Certify role, the Certify option will be available. If the Certify button is greyed out, this user account does not have the Certify role and the WyEd user that does have this role will need to certify this data under the submission link.

Click on the Certify button (if available) to certify your submission to the Department and view the confirmation screen.

Data Collection Suite R2

STATE OF WYOMING
DEPARTMENT OF EDUCATION

Citizen | Business | Government | Visitor

Welcome, Liz Districts

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Submission Package Certification Confirmed

- Collection: **WDE687 - Assessment Participation Rostering**
- Due Date: **5/6/2022**
- Creation Date: **4/19/2022**
- Last Modified: **11/15/2023 2:10 PM**
- Last Modified By: **ldistricts**
- Submitter Name: **Liz Districts**
- Submitter Phone: **307-777-7009**
- Submitter Email: **elizabeth.foster@wyo.gov**
- Current Status: **Certified**

File name	Data Submit Date	Modified	Modified By
wde687 - test3 .xlsx	11/15/2023 2:03:18 PM	11/15/2023 2:03:00 PM	ldistricts

You have successfully certified this submission. Confirmation emails have been sent to subscribed users and collection steward(s) at the Wyoming Department of Education.

WYOMING

DEPARTMENT OF EDUCATION

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

Once the submission is certified, the persons within the agency 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 notification confirms the process is now complete.

NOTE: Until the submission is certified, the Department does not actually have the data contained in the submission

Important Note: Since this is a student level data collection, there cannot be any blank lines (rows) between the student information. The data validation is performed until it comes across a blank line, at which point it is assumed that there is no more data to process and the validation process is then terminated. Including blank lines between student information will result in the system not having all the information processed and loaded into the system for further analysis.

Corrections to Data

Plan to work closely with the Collection Steward during the collection period until the data are clean. Please contact the WDE687 Collection Steward: Elizabeth Foster at elizabeth.foster@wyo.gov or (307) 777-7009, if help is needed with an error resolution. All errors must be resolved before data is final.

Re-uploading

Once the data is uploaded, the user will be able to upload again as needed to correct errors discovered in the previous submission. The Collection Steward will be able to help resolve any errors. **The collection window is September 1, 2024 – June 13, 2025.** Remember, all errors must be resolved before data is final.

When Re-uploading, remember that you must submit the entire file and all records must meet the standards set by the business rules. Omitting any students from the roster will remove them from the testing roster.

Definitions to remember:

Data Validation: This is the process of validating the data upon upload. This process makes sure that all required fields have been provided as well as making sure all data is within the specified ranges. That is, if the field can only be a 'Y' for yes, or 'N' for no, then the system validates this field to make sure these are the only valid options.

Validation Report: The Validation Report is generated at the time of upload. This report does data validation and it can be accessed immediately after upload or under the Submissions link in the DCS module.

2nd Level Checks: Business Rules or 2nd Level Checks are other data validation rules that your data must pass in order for the data to be error free. An example of a Business Rule is when at least one race has to be marked as a 'Y'. Another example is the WISER ID must match the student's name and date of birth. Keep in mind that just because the file passes data validation upon uploading does not mean that the process is complete and that your data is error free. Errors can still reside in the data due to the applying of the Business Rules and must be corrected.

Frequently Asked Questions

WHOM DO I CONTACT REGARDING THE WDE687 CONTENT QUESTIONS?

Elizabeth Foster, (307) 777-7009 or elizabeth.foster@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?

The rights to upload data to the Department are managed by the organization's main office. For assistance, please contact the organization's WyEd Administrator, who can assign these rights. If the organization does not have a WyEd Administrator, please reach out to Elizabeth Foster, (307) 777-7009 or elizabeth.foster@wyo.gov or Susan Kruse, (307) 777-6252 or susan.kruse@wyo.gov

WHOM DO I CONTACT REGARDING THE WYOMING DEPARTMENT OF EDUCATION DATA COLLECTION EFFORTS AS A WHOLE?

Susan Kruse, (307) 777-6252 or susan.kruse@wyo.gov

Elizabeth Foster, (307) 777-7009 or elizabeth.foster@wyo.gov