

# WDE505 – Student Candidacy for Seal of Biliteracy Guidebook

April 2025

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## Introduction

*The Wyoming Seal of Biliteracy (WY-SoBL) is an award given by the Wyoming Department of Education in recognition of students who have studied and attained proficiency in English and one or more additional languages by high school graduation. The WY-SoBL encourages students to pursue biliteracy, honors the skills our students attain, and can be evidence of skills that are attractive to future employers and college admissions offices. A student must be a candidate before being considered to receive the State Seal of Biliteracy. WY Graduation Requirements: Successful completion of four years of English Language Arts; three years of mathematics; three years of science; and three years of social studies. In addition to completion of graduation requirements, a student must demonstrate proficiency in one of the approved English assessments and one or more of the approved world language assessments. With the approved assessments, students will demonstrate their proficiency in the four areas of communication: Speaking, Listening, Reading, and Writing.*

School Districts are required to submit a variety of data collections each year. The data collected by the Wyoming Department of Education (WDE) is critical and essential to the continual growth of Wyoming's education system. It is widely agreed upon that you need quality and timely data to inform the work of stakeholders such as students, teachers, administrators, parents, and policy makers to most appropriately impact the teaching and learning process.

Department Program staff will be able to review and assist districts to provide complete, accurate data before adjudicating the WDE505 collection. This collection is accessed through the Department forms inventory, downloaded, completed, and uploaded by the district to the Department via the Data Collection Suite (DCS) software application. This report is required annually from all school districts to identify all students that are candidates to receive the Seal of Biliteracy. The WDE505 data is meant to be used by the WDE, Wyoming Legislature, Federal Reporting requirements, and district employees. This data will also be shared with official Seal of Biliteracy organization.

This guidebook serves as the definitive instruction set for the data contained within the WDE505 Data Collection.

## WDE505 Authority

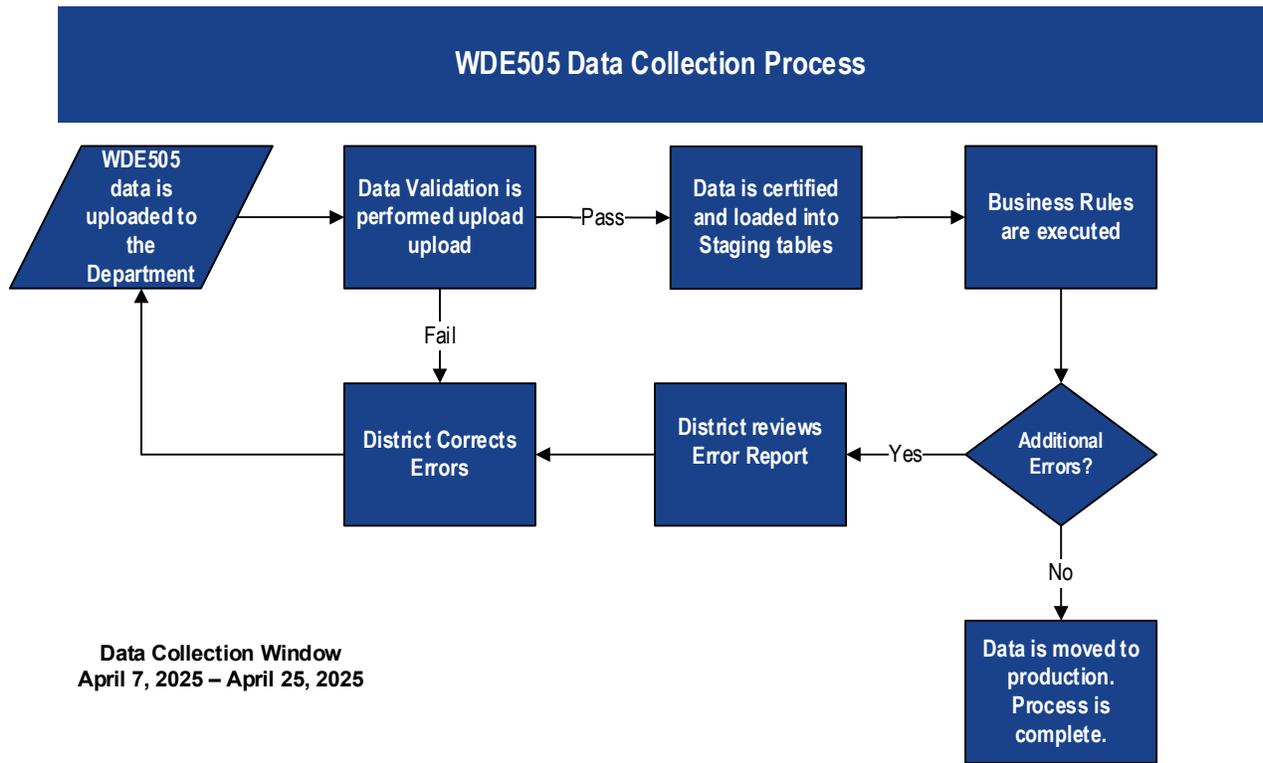
The authority for the WDE to collect data included in the WDE505 is listed below:

W.S. 21-2-202(a)(x1) and W.S. 21-3-111(xxiii)

# Collection Schedule

**WDE505 Collection Window:  
April 7, 2025 – April 25, 2025 (Spring Graduates)**

Districts should upload the WDE505 report one week prior to the close of the reporting cycle timeline 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 collection due date in order to ensure the data is error free.



## Instructions

The WDE505 collection is an Excel based collection that can be accessed through the Wyoming Department of Education [Data Collection Suite – Forms Inventory](#) web page.

### Accessing the WDE505 Collection

Within the [Data Collection Suite – Forms Inventory](#) page, scroll down to the **WDE505 – Student Candidacy for the Seal of Biliteracy**. Click on the arrow on the left and navigate to the Documents tab. Click on the WDE505 link to open the Excel workbook and then save it to your system using the suggested file name of *WDE505-YourDistrictID*.

The WDE505 Data Collection Guidebook can also be downloaded. It provides on the go guidance while completing the WDE505.

WDE505	Student Candidacy for the Seal of Biliteracy	District	Under Review	11/18/2022												
<table border="1"> <thead> <tr> <th>Description</th> <th>Contact</th> <th>Documents</th> </tr> </thead> <tbody> <tr> <td>NAME</td> <td>TYPE</td> <td>DESCRIPTION</td> </tr> <tr> <td>WDE505</td> <td>Excel Workbook</td> <td>Excel workbook for the completion of the Student Candidacy for the Seal of Biliteracy data collection.</td> </tr> <tr> <td>WDE505 Guidebook</td> <td>PDF Document</td> <td>Guidebook for the completion of the WDE505 Student Candidacy for the Seal of Biliteracy.</td> </tr> </tbody> </table>					Description	Contact	Documents	NAME	TYPE	DESCRIPTION	WDE505	Excel Workbook	Excel workbook for the completion of the Student Candidacy for the Seal of Biliteracy data collection.	WDE505 Guidebook	PDF Document	Guidebook for the completion of the WDE505 Student Candidacy for the Seal of Biliteracy.
Description	Contact	Documents														
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WDE505 Guidebook	PDF Document	Guidebook for the completion of the WDE505 Student Candidacy for the Seal of Biliteracy.														
WDE521	21CCLC Program Participation Report	Other	Under Review	10/19/2022												

***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 in the WDE505 worksheet of the Excel workbook along with the Proficiency worksheet.



Both worksheets have to be completed. The workbook has two worksheets of data entry and one worksheet of instructions. Please enter District ID – Name, Contact Name, Contact Email, and Contact Phone of the person uploading the data, located at the top of the WDE505 worksheet. Data can be pasted from a source file compiled from the district's student information system or other source material. Use the '**Paste Special – Values (text)**' function within Excel to minimize data entry errors. Data

elements are defined in this document as well as on the Instructions worksheet of the WDE505 Excel workbook.

## WDE505 Elements

Data will be entered into designated areas of the Excel worksheet.

### WDE505 worksheet

- **Part 1 – Student Information**
  - WISER ID
  - School ID
  - First Name
  - Last Name
  - Gender
  - Date of Birth
  - Which Seal does the Student Qualify for?
- **Part 2 - Is this student...**
  - ... an EL student?
  - ... a Former EL student?
  - ... on an IEP?
  - ... a Virtual Learner?
  - ... Homeschooled?
  - ... a Heritage Speaker?
  - ... a Native Speaker?
  - ... in a DLI Program?
  - ... in a World Language Program?

#### **Proficiency worksheet**

- WISER ID – Name
- Which assessment(s) did the student demonstrate Proficiency in English?
- Which assessment(s) did the student demonstrate Proficiency in World Language?
- In which World Language(s) did the student pass the assessment to be awarded the SoBL?

Students can be entered on this worksheet as many times as needed.

#### **Entering data into the WDE505**

Enter data into the Excel form following all instructions to ensure data quality and no error report. Do not leave blank rows between student entries. If elements for the collection are pulled from another data source, the data can be copied into the Excel form using the Paste Special – Values option within Excel.

## **Data Submission**

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



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Opportunity Through Education

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

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## Data Collection Suite - Forms Inventory

Data Submission Log In



List	Calendar	Upcoming	Checklist	Feedback					
					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 user name and password is required along with the WDE505 credentials. To obtain the right to upload data to the Department, contact your WyEd Administrator and make sure the correct roles are assigned.

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

- Upload
- Data Validation Checks
- 2<sup>nd</sup> 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.

This Guidebook will show screen shots that detail how another collection (the WDE680B) is uploaded and certified through the Data Collection Suite (DCS). However, the process is the same for uploading and certifying the WDE505 collection to the Department.

**Data Collection Suite R2**  
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[Sign In](#)

Forms **Uploads** Submissions Tracking Collections Admin Support

## 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 WyEd username and password. To sign in, click on the upload hyperlink in the DCS navigation bar at the top of this page.

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](#)
- [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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Once the Data Submission Log In link is accessed, the user will land on the Support Page of the Data Collection Suite. From there, the user will select the Uploads 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 WDE505 Collection

Once logged into 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. For this example, chose the **WDE505 – Student Candidacy for the Seal of Biliteracy** collection option. Once selected, the Collection Due Date will load and the user will be prompted for the Submission Upload information. Again the screen shot examples are depicting a different collection, but the process is the same.

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Welcome, Liz Districts

Forms Uploads Submissions Tracking Collections Admin Support Logout

**Collection Selector**

Collection:  
WDE680B - CTE Post-Secondary Participants ▼  
If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:  
8/31/2022 ▼

**Submission Upload**

Submissions:  
---Select a Submission--- ▼ **Upload File** [Reset Form](#)

File Role in Submission  
---Select a File Role--- ▼

File:

Comments:

**Current Respondent**  
You are currently representing:  
**Laramie County Community College**  
Organization Code: 1150015 [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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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:

Current Respondent

You are currently representing:  
**Laramie County Community College**  
**Organization Code: 1150015** [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.

### Submission Upload

Submissions:  
 {1}
Upload File
[Reset Form](#)

File Role in Submission  
 {2}

File:  
  {3}

Comments:  
 {4}

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If this is the first-time data is being submitted then for the Submissions information select 'Start a New Submission' {1} from the drop-down box. Otherwise, uploading to a previous submission can be selected. For File Role in Submission select 'Primary Data File' {2} and then enter the primary file that is stored on your system {3}. Comments {4} may be entered and are optional.

Once all items are complete, click the Upload File button to submit the WDE505 to the Department. Data validation will be performed on the incoming data to create the Validation Report.

This process can take from one minute up to five minutes. Once the data 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 page is titled 'Data Collection Suite R2' and includes navigation links for Citizen, Business, Government, and Visitor. The user is logged in as 'Liz Districts'. The main content area is divided into two sections: 'Collection Selector' and 'Submission Upload'.

**Collection Selector:** The collection is set to 'WDE680B - CTE Post-Secondary Participants' with a due date of '8/31/2022'. A message indicates that if a collection is missing, the user should request access.

**Submission Upload:** A message states: 'Your file has been uploaded. Would you like to upload another file?' with an 'Upload Another File' button. Below this, a validation error message reads: 'Review Validations and Certify. The submission package has not passed validation (error count: 6). Please review the validation report to review data validation errors.' A 'Continue' button is located below the error message. Two orange arrows point to the 'Continue' button and the validation error message.

**Current Respondent:** Laramie County Community College, Organization Code: 1150015. A 'Change' link is provided.

**Previous Submissions:** A link for '6/23/2022 3:06 PM - Liz Districts' is shown.

**Footer:** The Wyoming Department of Education logo is on the left. The footer text includes: 'Copyright © 2022 Wyoming Department of Education • Disclaimer • Privacy Policy. Theme Design by Free CSS Templates • Theme Icons by FAMFAMFAM'. A circular seal is on the right.

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:

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

Collection:  
**WDE680B-CTE Post-Secondary Participants**

Validation Report:  
**Loading Results for Submission Package: 6/23/2022 3:06 PM - Liz Districts**

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

Due Date: **8/31/2022**

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

Show ▾ Done

Set	Is Valid
> Read Grid - Successfully Imported Rows: 14	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 or the 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 (actual cell location in the Excel workbook) 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. Note that there is not an error count being displayed.

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Forms Uploads Submissions Tracking Collections Admin Support Logout

**Collection Selector**  
Collection:  
WDE680B - CTE Post-Secondary Participants  
If you feel there is a collection missing from this list, you may need to [request access](#).  
Collection Due Date:  
8/31/2022

**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:  
**Laramie County Community College**  
Organization Code: 1150015 [Change](#)

Previous Submissions  
[6/23/2022 3:06 PM - 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 2<sup>nd</sup> Level Checks. To initiate these 2<sup>nd</sup> 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:  
**WDE680B-CTE Post-Secondary Participants**  
Validation Report:  
**Loading Results for Submission Package: 6/23/2022 3:06 PM - Liz Districts**  
Submitter: **ldistricts, elizabeth.foster@wyo.gov, 307-777-7009**  
Due Date: **8/31/2022**

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

**Run 2nd Level** Show ▼ Done

Set	Is Valid
No records to display.	

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Click on the Run 2<sup>nd</sup> Level menu option to initiate the checks. The following screen will be display.

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Collection:  
**WDE680B-CTE Post-Secondary Participants**

Validation Report:  
**Loading Results for Submission Package: 6/23/2022 3:06 PM - Liz Districts**

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

Due Date: **8/31/2022**

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

Run 2nd Level
Show ▼
Done

Set	Is Valid
No records to display.	

Percent Done: 30 % (0 of 0 )

Currently working on: Create rules

Elapsed time: 00:00:05s

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This screen is showing the progress of the 2<sup>nd</sup> Level Checks. Depending on the amount of data being check, this process can take up to five minutes.

## 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:  
**WDE680B-CTE Post-Secondary Participants**

Validation Report:  
**Loading Results for Submission Package: 6/23/2022 3:06 PM - Liz Districts**

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

Due Date: **8/31/2022**

Show ▾ Done

### Second Level Business Rules Failed

E2010 Gender does not match the WISER Registration System

wiser id	wde680b name	wde680b gender	wiser registration system name	wiser registration system gender
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]

E2020 CIP Code is not a valid code

wiser id	name	cip
60708433	Renee Barry	52.0111

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(Note: Student level data 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 rule checks, the following screen is displayed.



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Collection:  
**WDE680B-CTE Post-Secondary Participants**  
Validation Report:  
**Loading Results for Submission Package: 6/23/2022 3:06 PM - Liz Districts**  
Submitter: **ldistricts, elizabeth.foster@wyo.gov, 307-777-7009**  
Due Date: **8/31/2022**

**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 option from the floating menu to view the following screen.

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### Certify Submission Package

- Collection: **WDE680B - CTE Post-Secondary Participants**
- Due Date: **8/31/2022**
- Creation Date: **6/23/2022**
- Last Modified: **7/6/2022 11:31 AM**
- 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
wde680B - TEST .xlsx	7/6/2022 11:31:22 AM	7/6/2022 11:31:00 AM	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 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.

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### Submission Package Certification Confirmed

- Collection: **WDE680B - CTE Post-Secondary Participants**
- Due Date: **8/31/2022**
- Creation Date: **6/23/2022**
- Last Modified: **7/6/2022 11:38 AM**
- 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
wde680B - TEST .xlsx	7/6/2022 11:31:22 AM	7/6/2022 11:31:00 AM	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.

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DEPARTMENT OF EDUCATION

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Click on the Certify button to certify your submission to the Department and view the following conformation 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.

**Important Note:** There cannot be any blank lines (rows) between entries. 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 program information will result in the system not having all the information processed and loaded into the system for further analysis.

## Corrections to the Data

Corrections to the WDE505 data are restricted to a firm timeline. Please contact the Collection Steward: Antoinette Hallam, [antoinette.hallam@wyo.gov](mailto:antoinette.hallam@wyo.gov), (307) 777-5217, if help is needed with the resolution of any error. 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. Remember all errors must be resolved before data is final.

### **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.

2<sup>nd</sup> Level Checks: Business Rules or 2<sup>nd</sup> Level Checks are other data validation rules that the 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 the 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 WDE678 CONTENT QUESTIONS?**

Antoinette Hallam, (307) 777-5217 or [antoinette.hallam@wyo.gov](mailto:antoinette.hallam@wyo.gov)

### **WHOM DO I CONTACT REGARDING SUBMISSION/UPLOAD QUESTIONS OR PROBLEMS?**

Elizabeth Foster, (307) 777-7009 or [elizabeth.foster@wyo.gov](mailto: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 assigned at the district office. Contact the district's WyEd Administrator who can set rights.

### **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](mailto:susan.kruse@wyo.gov)

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