



**WYOMING**  
DEPARTMENT OF EDUCATION

*Creating Opportunities  
for Students to Keep  
Wyoming Strong*

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## MEMORANDUM NO. 2016-109

**TO:** School District Superintendents  
Business Managers  
WISE Coordinators  
Curriculum Coordinators

**FROM:** Dianne Bailey, Chief Operations Officer

**DATE:** September 19, 2016

**SUBJECT:** Fall 2016-17 WDE684 – Teacher/Course/Student Collection

## WDE684 COLLECTION WINDOW OPEN OCTOBER 3-17

The WDE684 is the official collection for student-level demographic, enrollment, section, and special education information. It opens October 3, and is due by October 17, 2016.

The WDE is holding two training sessions that focus on the WDE684, and will be conducted via WebEx:

- Tuesday Sept. 27, 10 a.m. to 11 a.m.  
[2016-17 WDE684 Teacher/Course/Student Collection Training1](#)
- Thursday Sept 29, 2 p.m. to 3 p.m.  
[2016-17 WDE684 Teacher/Course/Student Collection Training2](#)

The collection will be submitted through the State Report Manager (SRM) on the Wyoming Integrated Statewide Education (WISE) Data System. Each school district has unique and secure log-in information.

The current data elements and guidebook are available on the WISE Data System website at [portals.edu.wyoming.gov/wise/](http://portals.edu.wyoming.gov/wise/).

*For more information, please contact Brian Wuerth, Data Quality Specialist at 307-777-6748, or [brian.wuerth@wyo.gov](mailto:brian.wuerth@wyo.gov).*