WDE-600 (v2017) Attendance and Membership Extract (Wyoming)

Last Modified on 10/22/2022 10:43 am CDT

Report Logic | Generating the WDE-600 Report | Data Elements for the WDE-600 Extract

PATH : *WY State Reporting > WDE-600: Attendance and Membership*

WDE-600 collects statistics on student attendance, membership and unexcused absences. This data is used in the Wyoming education resource block grant model.
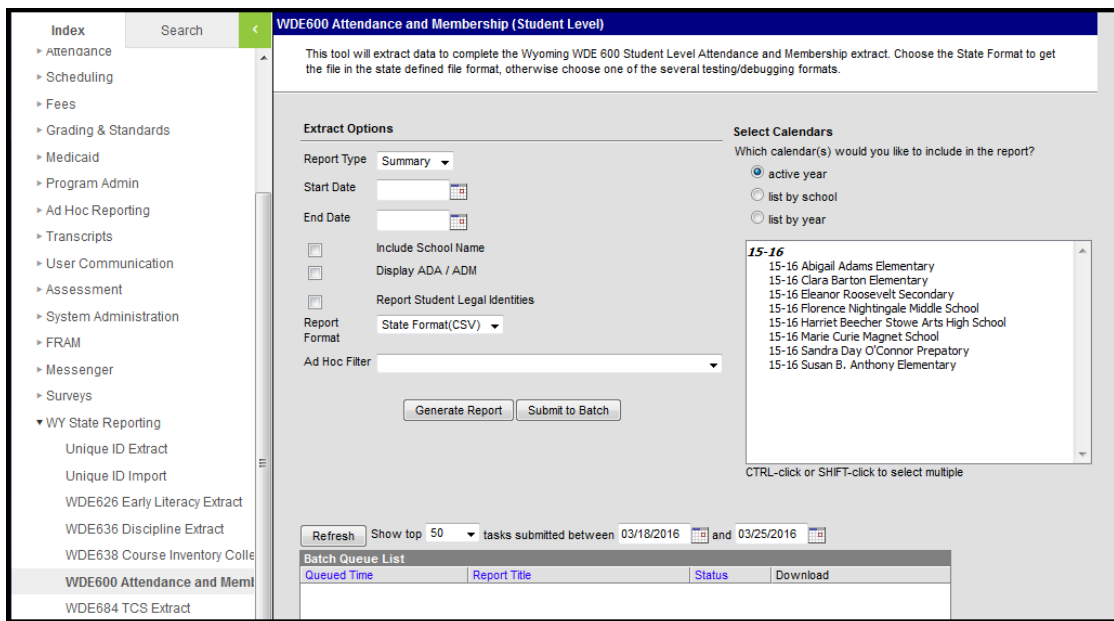

Image 1: WDE-600 Attendance and Membership Extract Editor

This report can be generated in a Summary format or a Detail format. The attendance data returned on both report types is the same; the only difference is the additional student demographic data that is reported on the Detail format.

Report Logic

- Report is run for the entire Calendar year selected.
- Periods marked as "Non-instructional" will not be included.
- Students marked as State Exclude will not be included.
- When a Day Event has a code of HD, the day will be counted as a half day in the Student Aggregate Membership and Student Aggregate Attendance calculations.
- When a student is marked absent more than ten consecutive calendar days, all those days beyond ten are deleted. A student who withdraws is dropped from membership the day after withdrawal.

WDE-600 does not collect the start and end enrollment dates or FTE. However, an audit report has been created to help auditors in Wyoming determine if the Summary (State) report is

correct. All enrollments are calculated so that start and end dates along with the FTE value determine the consolidated ADA, ADM and Unexcused values are correct.

Generating the WDE-600 Report

1. Select the **Report Type** from the dropdown list. Options are Summary or Detail. The Summary Report is the format required by the Department of Education. The detail is for auditing purposes only.
2. Enter the **Start Date** of the report. This will be the first day of when attendance data was entered. Enter dates in *mmddyy* format or use the calendar icon to select a date.
3. Enter an **End Date** for the report. This is the last day of when attendance data was entered. Enter dates in *mmddyy* format or use the calendar icon to select a date.

   Leave the start and end date fields blank on this report editor to return data for the entire year.

4. Mark **Include School Name** to report SchoolName as the first field of the report.
5. Mark **Display ADA/ADM** to cause the three Aggregate Attendance fields at the end of the extract to report the total divided by the number of attendance days. See field logic below for more information.
6. Indicate if Demographics fields should **Report Student Legal Identities**.
7. Select the **Report Format**. The report can be generated in State Format (CSV), HTML or XML. It is recommended to review the results in a non-state format prior to the submission due date.
8. Select an **Ad hoc Filter** to limit results to a pre-defined filter.
9. Select the **Calendar(s)** to include on the report.
10. Click **Generate Report** to view the report in the selected format or **Submit to Batch** to schedule when the report will generate.

Users have the option of submitting a report request to the batch queue by clicking **Submit to Batch** instead of Generate Extract. This process allows larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article.

	A	B	C	D	E	F	G	H
1	DistrictID	SchoolID	WISERID	StudentLa	StudentFi	StudentM	StudentGr	Enrollmer
2	706000	706001	12345678	Student	Alice		3	20110822
3	706000	706001	23456789	Student	Ben		2	20110822
4	706000	706001	34567890	Student	Carl		3	20110822
5	706000	706001	45678901	Student	Daina		2	20110822
6	706000	706002	56789012	Student	Evan		2	20110822
7	706000	706002	67890123	Student	Francine		3	20110822
8	706000	706002	78901234	Student	Gina		2	20110822
9	706000	706002	89012345	Student	Harold		5	20110822
10	706000	706002	90123456	Student	Ivan		3	20110822

Image 2: WDE-600 Detail Report - State Format (CSV)

Image 3: WDE-600 Summary Report - HTML Format

Image 4: WDE-600 Detail Report - XML Format

Data Elements for the WDE-600 Extract

Detail Format

If the **Report Student Legal Identities** is marked, Demographics fields report from Census > People > Identities > Active Identity > Protected Identity Information

Element Name	Description & Format	Campus Location
School Name	The name of the school. *Alphanumeric*	System Administration > Resources > School > Name school.name

Element Name	Description & Format	Campus Location
District ID	The WDE 7-digits ID for the district submitting the student's data. *Numeric, 7 digits*	System Administration > Resources > District Information > State District Number district.ncesDistrictID
School ID	The WDE 7-digit ID for the school of the student's enrollment. *Numeric, 7 digits*	System Administration > Resources > School > State School Number school.ncesSchoolID
Student WISER ID	The WDE 8-digit state-assigned student record identifier. *Numeric, 8 digits*	Census > People > Demographics > Person Identifiers > Student State ID person.studentNumber
Student Last Name	Student's Last Name *Alphanumeric, 40 characters*	Census > People > Demographics > Person Information > Last Name identity.lastName
Student First Name	Student's First Name *Alphanumeric, 35 characters*	Census > People > Demographics > Person Information > First Name identity.firstName
Student Middle Name	Student's Middle Name *Alphanumeric, 30 characters*	Census > People > Demographics > Person Information > Middle Name identity.middleName
Student Grade Level	Indication of the student's grade level of enrollment. *Alphanumeric, 4 characters*	Student Information > General > Enrollment > Grade enrollment.grade
Enrollment Start	Start date of every enrollment record in the calendar year. *Date field, 8 characters MMDDYYYY*	Student Information > General > Enrollment > Start Date enrollment.startDate

Element Name	Description & Format	Campus Location
Enrollment End	End date of every enrollment record in the calendar year. *Date field, 8 characters MMDDYYYY*	Student Information > General > Enrollment > End Date enrollment.endDate
FTE Value	Percentage of time the student is enrolled in the school. *Numeric, 9 digits*	Student Information > General > Enrollments > State Reporting > FTE % enrollment.FTE
Student Aggregate Attendance	Aggregate number of days the student was present during the days of operation. *Decimal, 6 characters*	Student Information > General > Attendance Not dynamically stored
Student Aggregate Membership	Aggregate number of days the student was present for the days of operation plus the aggregate number of days the student was absent for the days of operation. *Decimal, 6 characters*	Student Information > General > Enrollment Not dynamically stored
Student Unexcused Absences	Aggregate number of days the student was absent, as defined by the local board of trustees, of any student required to attend school when such absence is not excused to the satisfaction of the board of trustees by the parent, guardian, or other person having control of such student. *Decimal, 6 characters*	Student Information > General > Attendance Not dynamically stored

Summary Format

If the **Report Student Legal Identities** is marked, Demographics fields report from Census > People > Identities > Active Identity > Protected Identity Information

Element Name	Description & Format	Campus Location

Element Name	Description & Format	Campus Location
School Name	Reports the name of the school. Only reports if the *Include School Name* field is marked in the extract editor.	
District ID	The WDE 7-digit Id for the district submitting the student's data. *Numeric, 7 digits*	System Administration > Resources > District Information > State District Number district.ncesDistrictID
School ID	The WDE 7-digit ID for the school of the students enrollment. *Numeric, 7 digits*	System Administration > Resources > School > State School Number school.ncesSchoolID
Student WISER ID	The WDE 8-digit state-assigned student record identifier. *Numeric, 8 digits*	Census > People > Demographics > Person Identifiers > Student State ID person.studentNumber
Student Last Name	Student's Last Name *Alphanumeric, 40 characters*	Census > People > Demographics > Person Information > Last Name identity.lastName
Student First Name	Student's First Name *Alphanumeric, 35 characters*	Census > People > Demographics > Person Information > First Name identity.firstName
Student Middle Name	Student's Middle Name *Alphanumeric, 30 characters*	Census > People > Demographics > Person Information > Middle Name identity.middleName
Student Name Suffix	Indication of the student being a Sr., Jr., III, IV, etc. *Alphanumeric, 50 chacters*	Census > People > Demographics > Person Information > Suffix identity.suffix

Element Name	Description & Format	Campus Location
Student Grade Level	Indication of the student's grade level of enrollment. *Alphanumeric, 4 characters*	Student Information > General > Enrollment > Grade enrollment.grade
Student Date of Birth	Student's Date of Birth *Date field, 8 characters MMDDYYYY*	Census > People > Demographics > Person Information > Birth Date identity.birthdate
Student Gender	Student's Gender *Alphanumeric, 1 character M or F*	Census > People > Demographics > Person Information > Gender identity.gender
Student Ethnicity	Indication of the student's race/ethnicity. Options are: • A: Asian or Pacific Islander • B: Black • H: Hispanic • I: American Indian or Alaskan Native • W: White *Alphanumeric, 1 character*	Census > People > Demographics > Person Information > Race/Ethnicity identity.raceEthnicity
Asian Race	Federal race/ethnicity determination of student being considered as Asian. *Alphanumeric, 1 character*	Census > People > Demographics > Person Information > Race/Ethnicity identity.raceEthnicity
Black Race	Federal race/ethnicity determination of student being considered as Black. *Alphanumeric, 1 character*	Census > People > Demographics > Person Information > Race/Ethnicity identity.raceEthnicity
Indian Race	Federal race/ethnicity determination of student being considered as Indian. *Alphanumeric, 1 character*	Census > People > Demographics > Person Information > Race/Ethnicity identity.raceEthnicity

Element Name	Description & Format	Campus Location
Pacific Islander Race	Federal race/ethnicity determination of student being considered as Pacific Islander. *Alphanumeric, 1 character*	Census > People > Demographics > Person Information > Race/Ethnicity identity.raceEthnicity
White Race	Federal race/ethnicity determination of student being considered as White. *Alphanumeric, 1 character*	Census > People > Demographics > Person Information > Race/Ethnicity identity.raceEthnicity
Hispanic Ethnicity	Federal race/ethnicity determination of student being considered as Hispanic. *Alphanumeric, 1 character*	Census > People > Demographics > Person Information > Race/Ethnicity identity.raceEthnicity
Student Aggregate Attendance	Aggregate number of days the student was present during the days of operation. When *Display ADA/ADM* is marked on the extract editor, this field reports the total divided by the number of Attendance days on and between the extract Start and End Dates. *Decimal, 6 characters*	Student Information > General > Attendance Not dynamically stored
Student Aggregate Membership	Aggregate number of days the student was present for the days of operation plus the aggregate number of days the student was absent for the days of operation. When *Display ADA/ADM* is marked on the extract editor, this field reports the total divided by the number of Attendance days on and between the extract Start and End Dates. *Decimal, 6 characters*	Student Information > General > Enrollment Not dynamically stored

Element Name	Description & Format	Campus Location
Student Unexcused Absences	Aggregate number of days the student was absent, as defined by the local board of trustees, of any student required to attend school when such absence is not excused to the satisfaction of the board of trustees by the parent, guardian, or other person having control of such student. When *Display ADA/ADM* is marked on the extract editor, this field reports the total divided by the number of Attendance days on and between the extract Start and End Dates. *Decimal, 6 characters*	Student Information > General > Attendance Not dynamically stored