WDE-600 Attendance and Membership Extract (Wyoming)

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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.
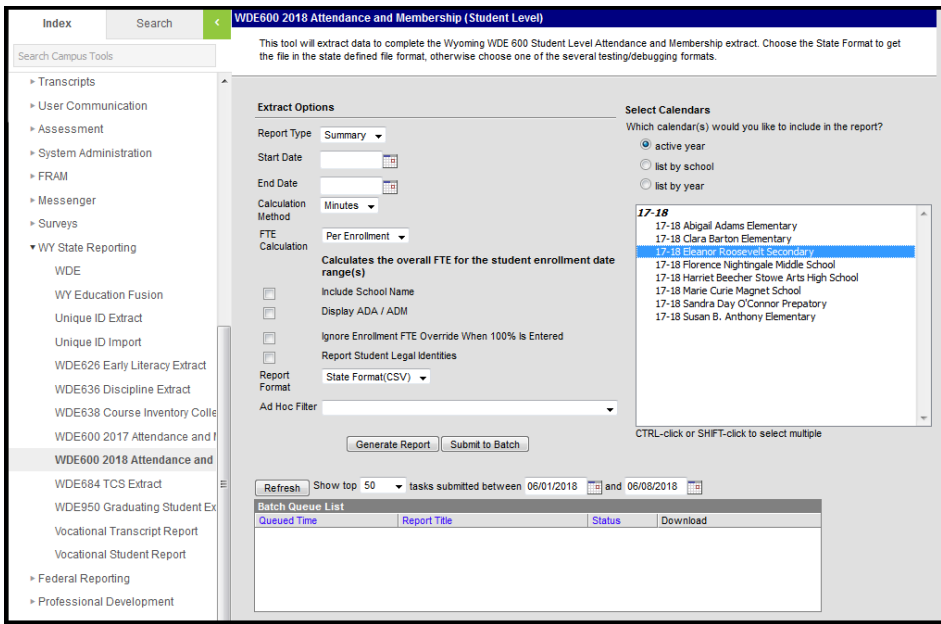

Image 1: WDE-600 Attendance and Membership Extract Editor

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

- A record reports for each FTE calculation made when the student's enrollment is active during the extract Date Range, regardless of enrollment Type. For the Summary Report, concurrent non-Primary enrollments active during the Primary enrollment are calculated as part of the Primary enrollment.
- 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.

- Attendance calculations do not include periods that do not have both a Start and End Time entered.

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. Select a **Calculation Method** to determine whether attendance calculations use *Minutes* or *Periods.*
5. Select an **FTE Calculation.**
   - If *Per Enrollment* is selected, the FTE is calculated based on the overall student enrollment dates.
   - If *Per Day* is selected, the FTE is calculated by day that the student is enrolled, whether or not enrollment days overlap.
6. Mark **Include School Name** to report SchoolName as the first field of the report.
7. 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.
8. Mark the **Ignore Enrollment FTE Override when 100% is Entered** checkbox if students with a School Membership FTE Override value of 100 entered on their enrollment should be calculated as null.
9. Indicate if Demographics fields should **Report Student Legal Identities**.
10. 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.
11. Select an **Ad hoc Filter** to limit results to a pre-defined filter.
12. Select the **Calendar(s)** to include on the report.
13. 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 WDE-600 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 Queuearticle.

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

Element Name	Description & Format	Campus Location
School Name	The name of the school. *Alphanumeric*	System Administration > Resources > School > Name school.name
District ID	The WDE 7-digits ID for the district submitting the student's data. Reports from the Resident District field on enrollments if entered. Otherwise reports State District Number. *Numeric, 7 digits*	Student Information > General > Enrollments > State Reporting Fields > Resident District; System Administration > Resources > District Information > State District Number Enrollment.residentDistrict district.ncesDistrictID
School ID	The WDE 7-digit ID for the school of the student's enrollment. Reports from the Resident School field on enrollments if entered. Otherwise reports State School Number. *Numeric, 7 digits*	Student Information > General > Enrollments > State Reporting Fields > Resident School; System Administration > Resources > School > State School Number Enrollment.residentDistrict 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

Element Name	Description & Format	Campus Location
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
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

Element Name	Description & Format	Campus Location
Student Aggregate Attendance	Aggregate number of days the student was present during the days of operation. Calculates by *Minutes* or by *Periods* based on the Calculation Method selected in the extract editor. When *Display ADA/ADM* is marked on the extract editor, reports as follows: • If School Membership FTE Override is entered on the student's enrollment, reports the membership day count multiplied by FTE, minus unexcused absences and divided by total attendance days in the extract date range. • If School Membership FTE Override is null or is 100 and the Calculate FTEs with 100% Entered is marked, reports as the number of minutes a student was present in each course during instructional periods divided by total number of minutes enrolled. . Courses without a State Code or marked as State Exclude are not included. When *Display ADA/ADM* is not marked, reports as the membership day count multiplied by enrollment FTE minus absences. Reports one record per enrollment. *Decimal, 6 characters*	Student Information > General > Attendance Not dynamically stored

Element Name	Description & Format	Campus Location
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. Calculates by *Minutes* or by *Periods* based on the Calculation Method selected in the extract editor. When *Display ADA/ADM* is marked on the extract editor, reports as follows: • If School Membership FTE Override is entered on the student's enrollment, reports the membership day count multiplied by FTE, divided by total attendance days in the extract date range for the enrollment. • If School Membership FTE Override is null or is 100 and the Calculate FTEs with 100% Entered is marked, reports the total period minutes in the day multiplied by the number of instructional days in the extract date range when the student's enrollment is active. Courses without a State Code or marked as State Exclude are not included. When *Display ADA/ADM* is not marked, reports as the membership day count multiplied by enrollment FTE. Reports one record per enrollment. *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. Calculates by *Minutes* or by *Periods* based on the Calculation Method selected in the extract editor. When *Display ADA/ADM* is marked on the extract editor, reports as follows: • If School Membership FTE Override is entered on the student's enrollment, reports the number of unexcused absences divided by the total number of attendance days in the extract date range in which the student's enrollment is active. Courses without a State Code or marked as State Exclude are not included. • If School Membership FTE Override is null or is 100 and the Calculate FTEs with 100% Entered is marked, reports the number of unexcused absence minutes divided by the total number of attendance day minutes in the extract date range in which the student's enrollment is active. When *Display ADA/ADM* is not marked, reports the number of unexcused absences in the extract date range. Reports one record per enrollment. *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 characters*	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. See options following. *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.hispanicEthnicity
FTE Start Date	The start date of the FTE calculation. Only reports if the FTE Calculation of Per Day is selected in the extract editor. *Date field, 8 characters, MMDDYYYY*	
FTE End Date	The end date of the FTE calculation. Only reports if the FTE Calculation of Per Day is selected in the extract editor. When FTE Override is not entered, reports the earliest date of the following: The last instructional day of the calendar, the student's enrollment End Date, or the extract End Date. *Date field, 8 characters, MMDDYYYY*	System Administration > Calendar > Calendar > Days > last instructional day; Student Information > General > Enrollments > End Date; WY State Reporting > WDE-600 2018 > End Date Calculated

Element Name	Description & Format	Campus Location
Student Aggregate Attendance	Aggregate number of days the student was present during the days of operation. Calculates by *Minutes* or by *Periods* based on the Calculation Method selected in the extract editor. When *Display ADA/ADM* is marked on the extract editor, reports as follows: - If School Membership FTE Override is entered on the student's enrollment, reports the membership day count multiplied by FTE, divided by total attendance days in the extract date range. - If School Membership FTE Override is null or is 100 and the Calculate FTEs with 100% Entered is marked, reports the total period minutes in the day multiplied by the number of instructional days in the extract date range. Courses without a State Code or marked as State Exclude are not included. - If more than one enrollment is active during the extract date range, FTE values are combined. When *Display ADA/ADM* is not marked, reports as the membership day count multiplied by enrollment FTE. *Decimal, 6 characters*	Student Information > General > Attendance Not dynamically stored

Element Name	Description & Format	Campus Location
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. Calculates by *Minutes* or by *Periods* based on the Calculation Method selected in the extract editor. When *Display ADA/ADM* is marked on the extract editor, reports as follows: • If School Membership FTE Override is entered on the student's enrollment, reports the membership day count multiplied by FTE, minus unexcused absences and divided by total attendance days in the extract date range. • If School Membership FTE Override is null or is 100 and the Calculate FTEs with 100% Entered is marked, reports as the number of minutes a student was present in each course during instructional periods divided by total number of minutes enrolled. Courses without a State Code or marked as State Exclude are not included. • If more than one enrollment is active during the extract date range, FTE values are combined. When *Display ADA/ADM* is not marked, reports as the membership day count multiplied by enrollment FTE minus absences. *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. Calculates by *Minutes* or by *Periods* based on the Calculation Method selected in the extract editor. When *Display ADA/ADM* is marked on the extract editor, reports as follows: • If School Membership FTE Override is entered on the student's enrollment, reports the number of unexcused absences divided by the total number of attendance days in the extract date range in which the student's enrollment is active. Courses without a State Code or marked as State Exclude are not included. • If School Membership FTE Override is null or is 100 and the Calculate FTEs with 100% Entered is marked, reports the number of unexcused absence minutes divided by the total number of attendance day minutes in the extract date range in which the student's enrollment is active. • If more than one enrollment is active during the extract date range, FTE values are combined. When *Display ADA/ADM* is not marked, reports the number of unexcused absences in the extract date range. *Decimal, 6 characters*	Student Information > General > Attendance Not dynamically stored

Element Name	Description & Format	Campus Location
Student Aggregate Attendance Offsite	This field aggregates student attendance recorded for remote learning. Attendance calculates to the nearest thousandth. Only days that fall on or between the Start and End Dates entered in the extract editor are reported. Attendance events are counted if one of the following applies: • The student is assigned to a Blended Learning Group on that day. • The day has a Day Event mapped in the Attribute/Dictionary to a Standard Code of RL: Remote Learning • The student has an attendance code assigned to all instructional periods in the day with a State Code of RL: Remote Learning. In this scenario, the attendance calculation follows the Calculation Method and FTE Calculation selected on the extract editor. *Numeric, 3 digits*	Calculated from: Scheduling > Blended Learning; System Administration > Calendar > Calendar > Days; System Administration > Attendance > Attendance Codes > State Code *N/A*

Race/Ethnicity Settings

Code	Race/Ethnicity
A	Asian or Pacific Islander
B	Black
H	Hispanic
I	American Indian or Alaskan Native
W	White