

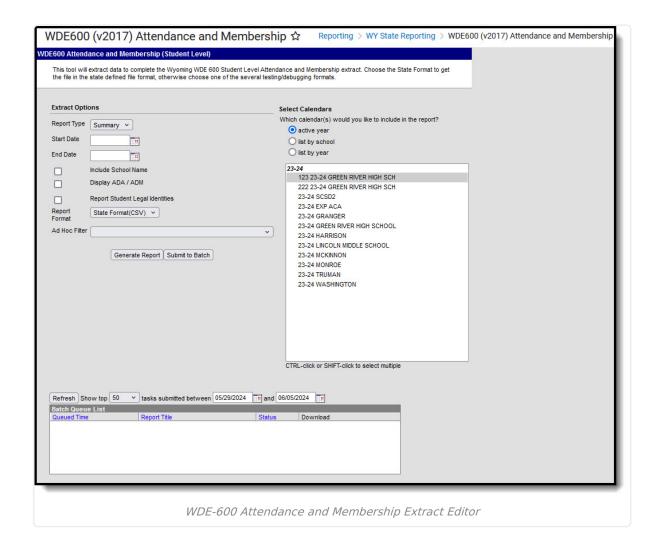
WDE-600 (v2017) Attendance and Membership Extract (Wyoming)

Last Modified on 12/14/2025 8:45 pm CST

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

Tool Search: WDE600 (v2017)

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



This report can be generated in a <u>Summary format</u> or a <u>Detail format</u>. 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.

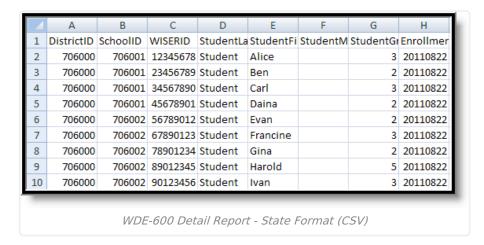
Leave the start and end date fields blank on this report editor to return data for the entire year.

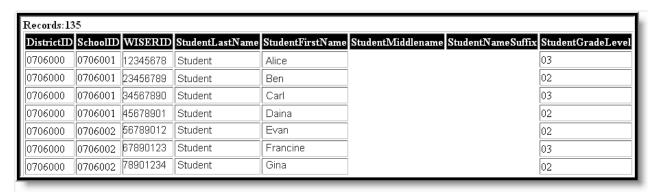
- 4. Mark Include School Name to report SchoolName as the first field of the report.
- 5. Mark **Display ADA/ADM** to cause the three Aggregate Attendance fields at the end of the extract to report the total divided by the number of attendance days. See field logic below for more information.
- 6. Indicate 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.
- 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.





WDE-600 Summary Report - HTML Format

```
<WDEAttendanceMembershipExtract>
 <records>
   <record DistrictID="0706000" SchoolID="0706001" WISERID="12345678 "</pre>
    StudentLastName="Student StudentFirstName="Alice"
    StudentMiddlename="" StudentGradeLevel="03"
    EnrollmentStartDate="20110822" EnrollmentEndDate="" FTEValue="100.000"
    StudentAggregateAttendance="155.000"
    StudentAggregateMembership="155.000"
    StudentAggregateUnexcusedAbsence="0.000" />
   <record DistrictID="0706000" SchoolID="0706001" WISERID="23456789 "</p>
    StudentLastName="Student" StudentFirstName=".Ben"
    StudentMiddlename="" StudentGradeLevel="02"
    EnrollmentStartDate="20110822" EnrollmentEndDate="" FTEValue="100.000"
    StudentAggregateAttendance="155.000"
    StudentAggregateMembership="155.000"
    StudentAggregateUnexcusedAbsence="0.000" />
                   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.	School Information > Name
	Alphanumeric	school.name
District ID	The WDE 7-digits ID for the district submitting the student's data.	District Information > State District Number
	Numeric, 7 digits	district.ncesDistrictID
School ID	The WDE 7-digit ID for the school of the student's enrollment.	School Information > State School Number
	Numeric, 7 digits	school.ncesSchoolID
Student WISER ID	The WDE 8-digit state-assigned student record identifier.	Demographics > Student State ID
	Numeric, 8 digits	person.studentNumber
Student Last Name	Student's Last Name	Demographics > > Last Name
	Alphanumeric, 40 characters	identity.lastName
Student First Name	Student's First Name	Demographics > First Name
- Tunio	Alphanumeric, 35 characters	identity.firstName
Student Middle Name	Student's Middle Name	Demographics > Middle Name
	Alphanumeric, 30 characters	identity.middleName
Student Grade Level	Indication of the student's grade level of enrollment.	Enrollment > Grade
	Alphanumeric, 4 characters	enrollment.grade
Enrollment Start	Start date of every enrollment record in the calendar year.	Enrollment > Start Date
	Date field, 8 characters MMDDYYYY	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	Enrollment > End Date enrollment.endDate
FTE Value	Percentage of time the student is enrolled in the school. Numeric, 9 digits	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	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	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	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
School Name	Reports the name of the school. Only reports if the <i>Include School Name</i> field is marked in the extract editor.	



Element Name	Description & Format	Campus Location
District ID	The WDE 7-digit Id for the district submitting the student's data.	District Information > State District Number
	Numeric, 7 digits	district.ncesDistrictID
School ID	The WDE 7-digit ID for the school of the students enrollment.	School Information > State School Number
	Numeric, 7 digits	school.ncesSchoolID
Student WISER ID	The WDE 8-digit state-assigned student record identifier.	Demographics > Student State ID
	Numeric, 8 digits	person.studentNumber
Student Last Name	Student's Last Name	Demographics > Last Name
Name	Alphanumeric, 40 characters	identity.lastName
Student First	Student's First Name	Demographics > First Name
Name	Alphanumeric, 35 characters	identity.firstName
Student Middle Name	Student's Middle Name	Demographics > Middle Name
Middle Haine	Alphanumeric, 30 characters	identity.middleName
Student Name Suffix	Indication of the student being a Sr., Jr., III, IV, etc.	Demographics > Suffix
Julix		identity.suffix
	Alphanumeric, 50 chacters	
Student Grade Level	Indication of the student's grade level of enrollment.	Enrollment > Grade
	Alphanumeric, 4 characters	enrollment.grade
Student Date	Student's Date of Birth	Demographics > Birth Date
of Birth	Date field, 8 characters MMDDYYYY	identity.birthdate
Student	Student's Gender	Demographics > Gender
Gender	Alphanumeric, 1 character M or F	identity.gender



Element Name	Description & Format	Campus Location
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	Demographics > Race/Ethnicity identity.raceEthnicity
Asian Race	Federal race/ethnicity determination of student being considered as Asian. Alphanumeric, 1 character	Demographics > Race/Ethnicity identity.raceEthnicity
Black Race	Federal race/ethnicity determination of student being considered as Black. Alphanumeric, 1 character	Demographics > Race/Ethnicity identity.raceEthnicity
Indian Race	Federal race/ethnicity determination of student being considered as Indian. Alphanumeric, 1 character	Demographics > Race/Ethnicity identity.raceEthnicity
Pacific Islander Race	Federal race/ethnicity determination of student being considered as Pacific Islander. Alphanumeric, 1 character	Demographics > Race/Ethnicity identity.raceEthnicity
White Race	Federal race/ethnicity determination of student being considered as White. Alphanumeric, 1 character	Demographics > Race/Ethnicity identity.raceEthnicity
Hispanic Ethnicity	Federal race/ethnicity determination of student being considered as Hispanic. Alphanumeric, 1 character	Demographics > Race/Ethnicity identity.raceEthnicity



Element Name	Description & Format	Campus Location
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	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	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. 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	Attendance Not dynamically stored