



# 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

WDE-600 Detail Report - State Format (CSV)

Records:135							
DistrictID	SchoolID	WISERID	StudentLastName	StudentFirstName	StudentMiddlename	StudentNameSuffix	StudentGradeLevel
0706000	0706001	12345678	Student	Alice			03
0706000	0706001	23456789	Student	Ben			02
0706000	0706001	34567890	Student	Carl			03
0706000	0706001	45678901	Student	Daina			02
0706000	0706002	56789012	Student	Evan			02
0706000	0706002	67890123	Student	Francine			03
0706000	0706002	78901234	Student	Gina			02

WDE-600 Summary Report - HTML Format

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- <WDEAttendanceMembershipExtract>
- <records>
  <record DistrictID="0706000" SchoolID="0706001" WISERID="12345678"
    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"
    StudentLastName="Student" StudentFirstName="Ben"
    StudentMiddlename="" StudentGradeLevel="02"
    EnrollmentStartDate="20110822" EnrollmentEndDate="" FTEValue="100.000"
    StudentAggregateAttendance="155.000"
    StudentAggregateMembership="155.000"
    StudentAggregateUnexcusedAbsence="0.000" />

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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
<b>School Name</b>	The name of the school. <i>Alphanumeric</i>	School Information > Name  school.name
<b>District ID</b>	The WDE 7-digits ID for the district submitting the student's data. <i>Numeric, 7 digits</i>	District Information > State District Number  district.ncesDistrictID
<b>School ID</b>	The WDE 7-digit ID for the school of the student's enrollment. <i>Numeric, 7 digits</i>	School Information > State School Number  school.ncesSchoolID
<b>Student WISER ID</b>	The WDE 8-digit state-assigned student record identifier. <i>Numeric, 8 digits</i>	Demographics > Student State ID  person.studentNumber
<b>Student Last Name</b>	Student's Last Name <i>Alphanumeric, 40 characters</i>	Demographics > > Last Name  identity.lastName
<b>Student First Name</b>	Student's First Name <i>Alphanumeric, 35 characters</i>	Demographics > First Name  identity.firstName
<b>Student Middle Name</b>	Student's Middle Name <i>Alphanumeric, 30 characters</i>	Demographics > Middle Name  identity.middleName
<b>Student Grade Level</b>	Indication of the student's grade level of enrollment. <i>Alphanumeric, 4 characters</i>	Enrollment > Grade  enrollment.grade
<b>Enrollment Start</b>	Start date of every enrollment record in the calendar year. <i>Date field, 8 characters MMDDYYYY</i>	Enrollment > Start Date  enrollment.startDate

Element Name	Description & Format	Campus Location
<b>Enrollment End</b>	End date of every enrollment record in the calendar year.  <i>Date field, 8 characters MMDDYYYY</i>	Enrollment > End Date  enrollment.endDate
<b>FTE Value</b>	Percentage of time the student is enrolled in the school.  <i>Numeric, 9 digits</i>	Enrollments > State Reporting > FTE %  enrollment.FTE
<b>Student Aggregate Attendance</b>	Aggregate number of days the student was present during the days of operation.  <i>Decimal, 6 characters</i>	Attendance  Not dynamically stored
<b>Student Aggregate Membership</b>	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.  <i>Decimal, 6 characters</i>	Enrollment  Not dynamically stored
<b>Student Unexcused Absences</b>	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.  <i>Decimal, 6 characters</i>	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
<b>School Name</b>	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
<b>District ID</b>	The WDE 7-digit Id for the district submitting the student's data.  <i>Numeric, 7 digits</i>	District Information > State District Number  district.ncesDistrictID
<b>School ID</b>	The WDE 7-digit ID for the school of the students enrollment.  <i>Numeric, 7 digits</i>	School Information > State School Number  school.ncesSchoolID
<b>Student WISER ID</b>	The WDE 8-digit state-assigned student record identifier.  <i>Numeric, 8 digits</i>	Demographics > Student State ID  person.studentNumber
<b>Student Last Name</b>	Student's Last Name  <i>Alphanumeric, 40 characters</i>	Demographics > Last Name  identity.lastName
<b>Student First Name</b>	Student's First Name  <i>Alphanumeric, 35 characters</i>	Demographics > First Name  identity.firstName
<b>Student Middle Name</b>	Student's Middle Name  <i>Alphanumeric, 30 characters</i>	Demographics > Middle Name  identity.middleName
<b>Student Name Suffix</b>	Indication of the student being a Sr., Jr., III, IV, etc.  <i>Alphanumeric, 50 chacters</i>	Demographics > Suffix  identity.suffix
<b>Student Grade Level</b>	Indication of the student's grade level of enrollment.  <i>Alphanumeric, 4 characters</i>	Enrollment > Grade  enrollment.grade
<b>Student Date of Birth</b>	Student's Date of Birth  <i>Date field, 8 characters MMDDYYYY</i>	Demographics > Birth Date  identity.birthdate
<b>Student Gender</b>	Student's Gender  <i>Alphanumeric, 1 character M or F</i>	Demographics > Gender  identity.gender

Element Name	Description & Format	Campus Location
<b>Student Ethnicity</b>	<p>Indication of the student's race/ethnicity. Options are:</p> <ul style="list-style-type: none"> <li>• A: Asian or Pacific Islander</li> <li>• B: Black</li> <li>• H: Hispanic</li> <li>• I: American Indian or Alaskan Native</li> <li>• W: White</li> </ul> <p><i>Alphanumeric, 1 character</i></p>	<p>Demographics &gt; Race/Ethnicity</p> <p>identity.raceEthnicity</p>
<b>Asian Race</b>	<p>Federal race/ethnicity determination of student being considered as Asian.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Demographics &gt; Race/Ethnicity</p> <p>identity.raceEthnicity</p>
<b>Black Race</b>	<p>Federal race/ethnicity determination of student being considered as Black.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Demographics &gt; Race/Ethnicity</p> <p>identity.raceEthnicity</p>
<b>Indian Race</b>	<p>Federal race/ethnicity determination of student being considered as Indian.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Demographics &gt; Race/Ethnicity</p> <p>identity.raceEthnicity</p>
<b>Pacific Islander Race</b>	<p>Federal race/ethnicity determination of student being considered as Pacific Islander.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Demographics &gt; Race/Ethnicity</p> <p>identity.raceEthnicity</p>
<b>White Race</b>	<p>Federal race/ethnicity determination of student being considered as White.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Demographics &gt; Race/Ethnicity</p> <p>identity.raceEthnicity</p>
<b>Hispanic Ethnicity</b>	<p>Federal race/ethnicity determination of student being considered as Hispanic.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Demographics &gt; Race/Ethnicity</p> <p>identity.raceEthnicity</p>

Element Name	Description & Format	Campus Location
<b>Student Aggregate Attendance</b>	<p>Aggregate number of days the student was present during the days of operation. When <i>Display ADA/ADM</i> 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.</p> <p><i>Decimal, 6 characters</i></p>	<p>Attendance</p> <p>Not dynamically stored</p>
<b>Student Aggregate Membership</b>	<p>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 <i>Display ADA/ADM</i> 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.</p> <p><i>Decimal, 6 characters</i></p>	<p>Enrollment</p> <p>Not dynamically stored</p>
<b>Student Unexcused Absences</b>	<p>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 <i>Display ADA/ADM</i> 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.</p> <p><i>Decimal, 6 characters</i></p>	<p>Attendance</p> <p>Not dynamically stored</p>