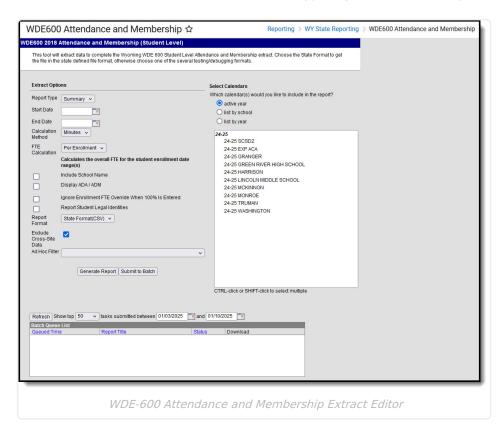# WDE-600 Attendance and Membership Extract (Wyoming)

Last Modified on 03/11/2025 7:44 am CDT

Tool Search: WDE600

WDE600 collects statistics on student attendance, membership, and unexcused absences. This data is used in the Wyoming education resource block grant model. The report can be generated in a Summary format or a Detail format. The attendance data returned on both report types is the same. Additional student demographic data is reported on the Detail format. The Summary file is submitted to the state while the Detail file is typically used for auditing.

WDE-600 Attendance and Membership Extract Editor

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.

- Report runs for the entire Calendar year selected.

- Attendance counts apply towards FTE and ADM / ADA for a course when the following is true:
  - Course is in an instructional period
  - Course belongs to a period with both a Start Time and End Time entered
  - State Code is not blank
  - 'State Report Exclude' checkbox is not marked on the course
  - 'Attendance' checkbox is marked on the course

- Students marked 'State Exclude' are not included.

- The day is counted as a half day when a day has a Day Event coded 'HD, This value is included in the 'StudentAggregateMembership' and 'StudentAggregateAttendance' (when student attending on the day).

- **Summary Report only**: Enrollments are combined into a single record when fields 4-10 (StudentLastName - StudentGender) and 15-20 (the race fields) are the same. Otherwise, separate records report.

- Concurrent Non-Primary enrollments active during a Primary enrollment must have the 'StudentAggregateAttendance', 'StudentAggregateMembership', and 'StudentAggregateUnexcusedAbsence' values included in the Primary enrollment (whether the 'Display ADA / ADM' checkbox is marked or not) when a Primary enrollment exists
  - For each date that both a Primary and Non-Primary enrollment are active between the extract editor Start Date and End Date, whether or not the Non-Primary enrollment belongs to the same calendarID as the Primary enrollment:
    - The 'StudentAggregateAttendance', 'StudentAggregateMembership', and 'StudentAggregateUnexcusedAbsence' that are associated with any Non-Primary enrollment must be applied to the Primary enrollment only.
    - When there is no Primary enrollment, the non-primary enrollments report as they are, without applying these field values to another enrollment.
  - Non-Primary enrollment in same calendar as Primary enrollment:
    - One record combined for the Primary and Non-Primary enrollment(s)
  - Non-Primary enrollment in DIFFERENT calendars as Primary enrollment:
    - When the concurrent Non-Primary enrollment is active for any days that do not have a Primary enrollment also active, the record for this Non-Primary enrollment must report with the correct 'StudentAggregateAttendance', 'StudentAggregateMembership', and 'StudentAggregateUnexcusedAbsence' that applies only to this Non-Primary enrollment
  - When the concurrent Non-Primary enrollment has all active days covered by a Primary enrollment, the record for this concurrent Non-Primary enrollment MUST NOT REPORT (since it would show "0.000" in all of 'StudentAggregateAttendance', 'StudentAggregateMembership', and 'StudentAggregateUnexcusedAbsence').

- When a student has more than one enrollment, where the enrollment(s) has a Resident District or Resident School not matching their enrollment district or school and one of their other reported enrollments, an additional record is reported in all variations of this report.

- Periods on the Period Schedule with the 'Responsive' checkbox marked are ignored and do not count toward FTE.

Report Editor

The following defines the options available on the WDE-600 Attendance and Membership Report editor.

Field	Description
Report Type	Drop list options: • Summary (*Format required by the Department of Education*) • Detail (*For auditing purposes*) 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.
Start Date	The first date of attendance data. Enter dates in *mmddyy* format or use the calendar icon to select a date.
End Date	The last date of attendance data. Enter dates in *mmddyy* format or use the calendar icon to select a date.

Calculation Method	Drop list options:
	• Minutes (*default*)
	  ○ Calculates the overall FTE for the student enrollment date range(s)
	  ○ When enrollment days overlap, the overall FTE is determined during the enrollment date range and then applied to the overlapping enrollment dates.
	• Per Day
	  ○ Calculates the FTE per specific day and the student enrollment date range(s).

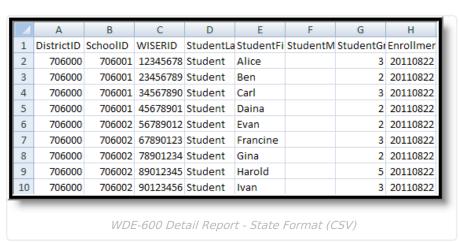|	
FTE Calculation	Drop list options: • Per Enrollment (*default*): Calculates the FTE based on overall student enrollment dates. • Periods: Calculates FTE using the day the student is enrolled, whether or not enrollment days overlap.
Include School Name	Displays the school name before all other data elements when checked.
Display ADA / ADM	Includes the three Aggregate Attendance fields at the end of the extract to report the total divided by the number of attendance days when checked. See field logic below for more information.
Ignore Enrollment FTE Override When 100% Is Entered	Enrollment FTE Override is not consider when 100% is entered and the checkbox is marked.
Report Student Legal Identities	Demographics fields report from Census > People > Identities > Active Identity > Protected Identity Information when the checkbox is marked.
Report Format	Selection determines how the report generates. • State Format (CSV) (*default*) • XML • HTML
Exclude Cross-Site Data	If cross-site enrollment functionality is enabled at the district level, the **Exclude Cross-Site Data** checkbox will display (defaults to checked). Deselect if you want cross-site data included in the report to display.
Ad Hoc Filter	Select an Ad hoc filter to limit report results to students that meet filter requirements.
Select Calendars	Selection indicates from which school and school year data is reported.
Report Generation	The report can be marked to generate immediately using the **Generate Extract** button or can be marked to generate at a later time using the **Submit to Batch** button. See the Batch Queue article for additional guidance.

Generating the WDE-600 Report

1. Select the **Report Type** from the dropdown list.
2. Enter the **Start Date** of the report.
3. Enter an **End Date** for the report.

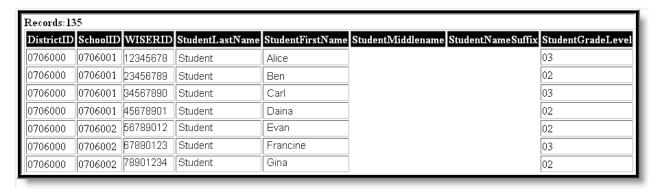> Leave the start and end date fields blank on this report editor to return data for the entire year.

4. Select a **Calculation Method** to determine whether attendance calculations use *Minutes* or *Periods.*
5. Select an **FTE Calculation.**
6. Mark **Include School Name** to report School Name as the first field of the report.
7. Mark **Display ADA/ADM** to include the average daily attendance and average daily membership fields.
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. Mark if Demographics fields should **Report Student Legal Identities**.
10. Select the **Report Format**.
11. If cross-site enrollment functionality is enabled at the district level, the **Exclude Cross-Site Data** checkbox will display (defaults to checked). Deselect if you want cross-site data included in the report.to display.
12. Select an **Ad hoc Filter** to limit results to a pre-defined filter.
13. Select the **Calendar(s)** to include on the report.
14. Click **Generate Report** to view the report in the selected format or **Submit to Batch** to schedule when the report will generate.

Example WDE-600 Reports

	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

WDE-600 Detail Report - XML Format

Report Layout

Detail Format

Demographics fields report from Census > People > Identities > Active Identity > Protected Identity Information if the **Report Student Legal Identities** checkbox is marked.

Element Name	Description and Format	Location
School Name	The name of the school Displays before all other data elements when the 'Include School Name' box is checked on the report editor. *Alphanumeric*	School Information > 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*	Enrollments > State Reporting Fields > Resident District District Information > State District Number Enrollment.residentDistrict district.ncesDistrictID

Element Name	Description and Format	Location
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*	Enrollments > State Reporting Fields > Resident School School Information > State School Number Enrollment.residentDistrict School.ncesSchoolID
Student WISER ID	The WDE 8-digit state-assigned student record identifier. *Numeric, 8 digits*	Demographics > Student State ID person.studentNumber
Student Last Name	Student's last name. *Alphanumeric, 40 characters*	Demographics > Last Name identity.lastName
Student First Name	Student's first name. *Alphanumeric, 35 characters*	Demographics > First Name identity.firstName
Student Middle Name	Student's middle name. *Alphanumeric, 30 characters*	Demographics > Middle Name identity.middleName
Student Grade Level	The grade level of the student's current enrollment. *Alphanumeric, 4 characters*	Enrollment > Grade enrollment.grade
Asian Race	Federal race/ethnicity determination of student being considered as Asian. *Alphanumeric, 1 character*	Demographics > Race/Ethnicity identity.raceEthnicity

Element Name	Description and Format	Location
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
FTE Start Date	The start date of the FTE calculation. Displays when the 'Per Day' option is selected under FTE Calculation on the report editor. *Date field, 8 characters MMDDYYYY*	
FTE End Date	The end date of the FTE calculation. Displays when the 'Per Day' option is selected under FTE Calculation on the report editor. When FTE Override NOT = Null, reports the earliest of the following: 1. The last instructional day of the calendar 2. The enrollment End Date 3. The extract editor End Date *Date field, 8 characters MMDDYYYY*	

Element Name	Description and Format	Location
Enrollment Start	Start date of every enrollment record in the calendar year. *Date field, 8 characters MMDDYYYY*	Enrollment > Start Date enrollment.startDate
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. 1. Reports the FTE Value for that enrollment record when Membership FTE Override NOT = Null. 2. When Membership FTE Override = Null, Campus calculates the FTE of the student based on their rostered periods or minutes in their eligible courses DIVIDED BY the student's total enrollment instructional periods or minutes (depending on extract editor selection). Course period / minutes are not included when the course enrolled has any of the following: 1. Course is not in an instructional period 2. Course does not belong to a period with both a Start Time and End Time entered 3. Course > State Code is BLANK 4. Course > State Exclude is checked 5. Course > Attendance is NOT checked **Per Day:** • Each day in the extract date range is individually calculated. Days with the same FTE are grouped together, so multiple FTEs per enrollment are possible. **Per Enrollment:** • All periods or minutes in the extract date range are combined and then calculated as a whole. Each enrollment has one calculated FTE. When FTEValue is 80.000 or higher, it rounds to	Enrollments > State Reporting > Membership FTE Override enrollment.FTE

Element Name	Description and Format	Location
	100.000	
	The combined FTE from across all enrollments active in the extract editor date range may not exceed 1.000 (100%).	
	• Adjusts down the enrollment with a Service Type NOT = P, prioritized by the latest Start Date that has Service Type NOT = P.	
	○ When there are no enrollments with Service Type NOT = P, adjust enrollments as necessary to cause the SUM of student records to be <= 1.000, starting with the enrollment with the latest Start Date.	
	Numeric, 9 digits	
Actual FTE	The actual FTE of the student. A student may only report a maximum of 100 FTE from across an enrollment date range (including 1 or more enrollment records).	
	• Report the non-adjusted FTE whether or not the FTEValue has been adjusted.	

Element Name	Description and Format	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.
	
	For Per Day and Per Enrollment FTE Calculations:
	• For each day in the extract date range
	  ○ Calculate the (# of periods absent / # of periods rostered in eligible courses) * (FTE Value / 100) * .5 if half day or 1 if full
	  ○ Sum the result of the above calculated days
	  ○ Membership (DE12) minus calculated result from above
	  ○ When 'Display ADA / ADM' = Checked:
	    ■ Divide by the number of instructional days (half days count as .5) in the extract date range
	
	Half day determination
	• A .5 day is determined when a Day Event exists on the Day with a Day Event Type = HD.
	
	Decimal, 6 characters
		Calendar Information > Days / Periods
		
		Attendance

Element Name	Description and Format	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. When a student is 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. Calculates by *Minutes* or by *Periods* based on the Calculation Method selected in the extract editor. For each day in the extract date range: 1. Multiply the FTE Value by the instructional day value (1.0 for whole day, .5 for half day) 2. Sum the results for all days 3. When 'Display ADA / ADM' = Checked: ◦ Divide by the number of instructional days (half days count as .5) in the extract date range Half day determination • A .5 day is determined when a Day Event exists on the Day with a Day Event Type = HD. *Decimal, 6 characters*	Calendar Information > Days / Periods Attendance

Element Name	Description and Format	Location

Student Aggregate 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. The format change is to accommodate for the Unexcused Absences for > 99 days.
	
	Calculates by *Minutes* or by *Periods* based on the Calculation Method selected in the extract editor.
	
	For Per Day and Per Enrollment FTE Calculations:
	• For each day in the extract date range:
	    ○ Calculate the (# of periods Absent Unexcused **/** # of periods rostered in eligible courses) * (FTE Value / 100) * .5 if half day or 1 if full
	    ○ Sum the result of the above calculated days
	    ○ When 'Display ADA / ADM' = Checked:
	        ■ Divide by the number of instructional days (half days count as .5) in the extract date range
	
	Half day determination
	• A .5 day is determined when a Day Event exists on the Day with a Day Event Type = HD.
	
	Decimal, 6 characters
		Calendar Information > Days / Periods
		
		Attendance

Element Name	Description and Format	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*	Blended Learning Blended Learning Group Assignments

Summary Format

Demographics fields report from Census > People > Identities > Active Identity > Protected Identity Information if the **Report Student Legal Identities** checkbox is marked.

Element Name	Description and Format	Location
School Name	The name of the school. Displays before all other data elements when the 'Include School Name' box is checked on the report editor. *Alphanumeric*	School Information > Name school.name

Element Name	Description and Format	Location
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*	Enrollments > State Reporting Fields > Resident District 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*	Enrollments > State Reporting Fields > Resident School School Information > State School Number Enrollment.residentDistrict School.ncesSchoolID
Student WISER ID	The WDE 8-digit state-assigned student record identifier. *Numeric, 8 digits*	Demographics > Student State ID person.studentNumber
Student Last Name	Student's last name. *Alphanumeric, 40 characters*	Demographics > Last Name identity.lastName
Student First Name	Student's first name *Alphanumeric, 35 characters*	Demographics > First Name identity.firstName
Student Middle Name	Student's middle name. *Alphanumeric, 30 characters*	Demographics > Middle Name identity.middleName

Element Name	Description and Format	Location
Student Name Suffix	Indication of the student being a Sr., Jr., III, IV, etc. *Alphanumeric, 50 characters*	Demographics > Suffix identity.suffix
Student Grade Level	The grade level of the student's current enrollment *Alphanumeric, 4 characters*	Enrollment > Grade enrollment.grade
Student Date of Birth	Student's date of birth *Date field, 8 characters, MMDDYYYY*	Demographics > Birth Date identity.birthdate
Student Gender	Student's gender *Alphanumeric, 1 character M or F*	Demographics > Gender identity.gender
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

Element Name	Description and Format	Location
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.hispanicEthnicity

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.
	
	For Per Day and Per Enrollment FTE Calculations:
	• For each day in the extract date range
	  ○ Calculate the (# of periods absent / # of periods rostered in eligible courses) * (FTE Value / 100) * .5 if half day or 1 if full
	  ○ Sum the result of the above calculated days
	  ○ Membership (DE12) minus calculated result from above
	  ○ When 'Display ADA / ADM' = Checked:
	    ■ Divide by the number of instructional days (half days count as .5) in the extract date range
	
	Half day determination
	• A .5 day is determined when a Day Event exists on the Day with a Day Event Type = HD.
	
	Decimal, 6 characters
		Calendar Information > Days / Periods
		
		Attendance

Element Name	Description and Format	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. When a student is 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. Calculates by *Minutes* or by *Periods* based on the Calculation Method selected in the extract editor. For each day in the extract date range: 1. Multiply the FTE Value by the instructional day value (1.0 for whole day, .5 for half day) 2. Sum the results for all days 3. When 'Display ADA / ADM' = Checked: ◦ Divide by the number of instructional days (half days count as .5) in the extract date range Half day determination • A .5 day is determined when a Day Event exists on the Day with a Day Event Type = HD. *Decimal, 6 characters*	Calendar Information > Days / Periods Attendance

Element Name	Description and Format	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. The format change is to accommodate for the Unexcused Absences for > 99 days.
	
	Calculates by *Minutes* or by *Periods* based on the Calculation Method selected in the extract editor.
	
	For Per Day and Per Enrollment FTE Calculations:
	• For each day in the extract date range:
	  ○ Calculate the (# of periods Absent Unexcused / # of periods rostered in eligible courses) * (FTE Value / 100) * .5 if half day or 1 if full
	  ○ Sum the result of the above calculated days
	  ○ When 'Display ADA / ADM' = Checked:
	    ▪ Divide by the number of instructional days (half days count as .5) in the extract date range
	
	Half day determination
	• A .5 day is determined when a Day Event exists on the Day with a Day Event Type = HD.
	
	Decimal, 6 characters
		Calendar Information > Days / Periods
		
		Attendance

Element Name	Description and Format	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: Blended Learning Calendar Information > Days Attendance > Attendance Codes > State Code