



Wyoming Department of Education

Richard Crandall, Director

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MEMORANDUM NO. 2014-003

TO: School District Superintendents
Business Managers
WISE Coordinators
Assessment Coordinators

FROM: Dianne Bailey, Chief Financial Officer
Finance and Data Division Director

DATE: January 16, 2014

SUBJECT: 2012-13 Graduation Rate Data Verification Process

IMPORTANT AND TIME SENSITIVE

The Wyoming Department of Education (WDE) will provide districts their 2012-13 graduation data for confidential review on Thursday, January 16, 2014. Districts will have until Thursday, January 30, 2014, to review this data for accuracy.

Data will be securely provided to superintendents, business managers, WISE coordinators and assessment coordinators via the Wyoming Education Fusion Portal. The reports will be posted to the [Accountability Confidential](#) module of the Data Reporting module.

To navigate to the reports, go to the Wyoming Education Fusion Portal homepage at <http://fusion.edu.wyoming.gov> and sign in. Then click on the Data Reporting icon at the top of the screen. Then click on the Accountability Confidential link on the left.

The reports include total graduation rates and a student level data file for the district. Additionally, the reports contain the student-level information for the Graduation Index used by the Wyoming Accountability in Education Act (WAEA). The WAEA information will need to be reviewed and corrected at the same time.

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Accountability Confidential is a secured site and only authorized users will be able to access the reports. Authorized users are superintendents, business managers, WISE coordinators, assessment coordinators and approved users with the Assessment Confidential role. Any questions about access to the module should be directed to your local Fusion Administrator. A short video with [instructions to reset Fusion passwords](#) is also available.

An electronic acceptance letter will be provided to each district superintendent on January 16. An electronic signature must be submitted no later than Thursday, January 30, 2014.

If you have any questions about this process, please contact Leslie Zimmerschied at 307-777-8751 or leslie.zimmerschied@wyo.gov.

DB:lz