
MEMORANDUM No. 2014-039

TO: District Superintendents
Business Managers
School Principals
WISE Coordinators

FROM: Julie Magee, Administrator
Standards & Accountability Division

DATE: March 19, 2014

SUBJECT: 16-to-1 Calculations Provided to Districts Confidentially

WDE PROVIDES 16-TO-1 RATIO CALCULATIONS TO DISTRICTS

Waiver requests are due to the WDE by April 2

CHEYENNE - Pursuant to W.S. 21-13-307, 16-to-1 class size ratio calculations have been provided to districts confidentially on the Wyoming Education Fusion portal website today, March 19, 2014. This is the official notice whether your district met or did not meet the 16-to-1 ratio for kindergarten through grade three classes in the 2013-14 school year.

The WDE interprets this staffing requirement to read each school must achieve a 16.0 (or lower)-to-1 student-to-teacher ratio in grades K-3 or seek a waiver from the Director of the Department.

To locate the reports, users must log into Fusion and click the “Data Reporting” icon. Then click the “Accountability Confidential” link on the left. Users must have one of the following Fusion roles: Superintendent, Assessment Confidential, Principal, or WISE Coordinator. A video with instructions to retrieve and reset Fusion passwords is available here: <https://portals.edu.wyoming.gov/DCS/Content/Docs/Videos/RetrieveandResetPassword.mp4>. Any questions about Fusion access should be directed to your local Fusion Administrator.

The WDE asks that all districts acknowledge the receipt of their class size ratio data through an online verification in the Wyoming Department of Education Fusion portal. The form is avail-

able at this link: <https://portals.edu.wyoming.gov/Confirm/View/STR2013>.

A waiver for the 16-to-1 requirement may be granted if at least one of the following conditions is met:

- Insufficient school facility capacity; or,
- Positive school performance; or,
- Positive student achievement; or,
- Other reasons related to the delivery of the education program to students

If your district did not meet the 16-to-1 ratio, a waiver request with supporting information and reasons for the waiver must be submitted to Julie Magee no later than April 2, 2014. This waiver letter will need to include:

- the facts as to why the district did not meet the 16-to-1 ratio;
- documentation that addresses current efforts to meet the 16-to-1 ratio;
- a well articulated plan to meet the 16-to-1 ratio in subsequent years

The WDE will notify districts of the acceptance or denial of the waiver request no later than April 10, 2014. An approved waiver shall be effective for the school year following the application and approval.

Information related to the Student-to-Teacher Ratio is posted on the WDE website at http://edu.wyoming.gov/DataInformationAndReporting/16_1_Waiver_K_3_Student_Teacher_Ratio.aspx.

If you have questions about the 16-to-1 waiver process, please contact Julie Magee at julie.magee@wyo.gov or 307-777-8740.

JM:dr

*Julie Magee, Administrator
Standards and Accountability Division*

March 2014

Frequently Asked Questions Regarding the 16:1 Student to Teacher Ratio

Q: What is the law or statute that requires calculating Student to Teacher ratio in Wyoming?

A: The implementation of the 16:1 Student to Teacher ratio is mandated by House Enrolled Act 98 of 2011, specifically [W.S. § 21-13-307\(a\) \(iv\)](#).

Q: Is the ratio calculated for all grades?

A: No, Student to Teacher Ratios are only calculated for grades Kindergarten through Three.

Q: Is the ratio calculated for all schools?

A: No, ratios are not calculated for charter schools established under [W.S. § 21-3-301 through 21-3-314](#).

Q: Is the average ratio calculated by district or by school?

A: This is a district average. [W.S. § 21-13-307\(a\)\(iv\)](#) requires the districts to provide evidence that the district has maintained an average student to teacher ratio of not greater than sixteen (16) to one (1) for the aggregate of all classes in kindergarten through grade three (3) in the district.

Q: What date in the school year will the Department use to compute the student to teacher ratio?

A: October 1st for both core teachers and enrolled students.

Q: How does the Department get the data to make the calculations?

A: The Student to Teacher ratio is based on data submitted to the Department by each district through the WDE684 WISE Teacher/Course/Student and WDE602 WISE School District Staff Member Collections.

*Julie Magee, Administrator
Standards and Accountability Division*

Q: Will district personnel have an opportunity to review the data submitted prior to the public release?

A: A confidential embargoed release will begin on March 19, 2014. District administrators will have 10 business days to review their data. The data will be on the Wyoming Education Fusion portal and district users will need to log in to see their data.

Q: Some districts have literacy tutors or math recovery and reading recovery teachers that serve kids within this grade range. Will these individuals be counted in the ratio or will the ratio be calculated strictly using “classroom” teachers?

A: The 16:1 computation will be based on core teachers only. Contributing professionals will not be used in the computation.

Q: Why is the 16:1 ratio based only on core teachers?

A: The 16:1 computation comes from the 16:1 funding for core teachers as defined in the Wyoming Education Funding Model.

Q: May the districts include other state funded teachers in this calculation?

A: No. The intent of this statutory requirement is for the Department to count only core teachers as calculated in the Wyoming Education Funding Model.

Q: May the districts include federally funded teachers in this calculation?

A: No. The Department will count only core teachers in this calculation.

Q: Are distance education students included in the calculations?

A: Yes, they are. The Wyoming Department of Education acknowledges two related requirements for K-3 classes in Wyoming. [W.S. § 21-13-307\(a\) \(iv\)](#) requires an average student-teacher ratio of 16:1 for the aggregate of all K-3 classes in your district. Per [W.S. § 21-2-202\(a\)\(xxxi\)](#) the Wyoming Department of Education promulgated Chapter 41 rules which also includes a maximum cap of 25:1 for each distance education course.

Q: Will the Department round the number or use a “major fraction”?

A: No, The WDE interprets this staffing requirement to read each school must achieve a 16.0 (or lower)-to-1 student to teacher ratio in grades K-3.

*Julie Magee, Administrator
Standards and Accountability Division*

Q: What if a district does not meet the required ratio?

A: A district may apply for a waiver as outlined in [W.S. § 21-13-307\(a\) \(iv\)](#). Additional information on waivers can be found at:

http://edu.wyoming.gov/DataInformationAndReporting/16_1_Waiver_K_3_Student_Teacher_Ratio.aspx

Q: When may a district apply for a waiver?

A: The Department encourages the districts to apply for waivers soon after they receive notification from the Department of their official ratio. However, a district must apply for a waiver no later than April 2, 2014.

For more information on the K-3 Student to Teacher Ratio, contact Julie Magee at (307) 777-8740 or julie.magee@wyo.gov.