



Wyoming Department of Education

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MEMORANDUM NO. 2007 - 112

TO: School District Superintendents
Business Managers

FROM: Joe Simpson, Deputy State Superintendent

DATE: June 15, 2007

SUBJECT: New School District Staff Member Experience Categories

IMPORTANT INFORMATION

As mentioned in Superintendent's memorandum 2007-111, the Wyoming Department of Education (WDE) is revamping the WDE602-School District Staff Member Collection. One of the changes that will affect school districts is the way school district staff member experience is collected. The change is being implemented to better clarify the experience categories, as well as to effect reductions in district audit findings.

Starting with the Fall 2007 district staff member collection, the following experience categories will be used:

- District – The number of FTE years of experience in the school district they are currently employed.
- Other Wyoming District – The number of FTE years of experience in any other Wyoming public K-12 school district.
- Wyoming Institutional – The number of FTE years of experience at a Wyoming K-12 or post-secondary educational institution accredited by an agency recognized by the United States Department of Education.
- Out-of-State Public School – The number of FTE years of experience in an accredited K-12 public school outside of Wyoming.

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- Out-of-State Institutional – The number of FTE years of experience at a K-12 or post-secondary educational institution outside of Wyoming accredited by an agency recognized by the United States Department of Education.
- Wyoming Non-Public School Professional – The number of FTE years of licensed experience at Wyoming non-educational institution, such as a clinic or hospital. Note: This experience should be reported only for staff members that are required to hold a professional state license to perform their job.
- Out-of-State Non-Public School Professional – The number of FTE years of licensed experience outside of Wyoming at a non-educational institution, such as a clinic or hospital. Note: This experience should be reported only for staff members that are required to hold a professional state license to perform their job.

The guidance currently given to districts on where to report out-of-state and professional experience was in the “total” experience category. With the new experience categories, districts will now be able to report experience in the proper categories.

CC: WISE Coordinators
District Staffing Contacts
WDE Staffing Task Force
Professional Teaching Standards Board (PTSB)
Wyoming Department of Audit