



Wyoming Department of Education

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MEMORANDUM NO. 2009 - 035

TO: School District Superintendents
District Business Managers
School Principals

FROM: Scott Bullock, Distance Education Consultant
Technology, Careers & Data Unit

DATE: February 27, 2009

SUBJECT: Dispersal of the 2009-2010 Resident District Handbook



PLEASE READ AND DISTRIBUTE AS NECESSARY

A copy of the Wyoming Switchboard Network (WSN) Resident District Handbook is attached to this memorandum. The purpose of this handbook is to provide school districts that offer distance education courses to their students an additional layer of understanding of the process. Please read this information carefully and distribute it as necessary.

Within the context of W. S. § 21-13-330 and the Chapter 41 Distance Education Rules, resident district “means the school district in which the participating student resides, receives distance education program instruction and where the student's distance education learning plan is filed.” The distance education instruction may be delivered from within the resident district, from another nonresident school district, community college, or the University of Wyoming.

If you have any questions or need assistance, please feel free to contact the WDE distance education consultants: Scott Bullock (sbullo@educ.state.wy.us, 777-7418) or Lachelle Brant (lbrant@educ.state.wy.us, 777-3679). Your questions will be addressed directly and the Resident District Handbook will be updated to include all pertinent information. Minor updates to the handbook will be provided both on the DE Community page within the WDE Fusion portal and also via a distribution list. If you would like to be included on the distribution list, please email a request to either of the distance education consultants listed above. Major updates to the WSN Resident District Handbook will be released in future memorandums.

SB:lb
Enclosure

WYOMING SWITCHBOARD NETWORK (WSN)

RESIDENT DISTRICT HANDBOOK - UPDATED 2/25/2009

Please direct questions and comments to:

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KEY ISSUES AND CONCEPTS

DISTANCE EDUCATION (DE)

A distance education course occurs whenever the teacher and student are physically separated by either time or space. The instruction could be delivered through various mediums such as the WEN Video network, online course platforms, traditional paper-based correspondence, audio, and any hybrid model/combination. This delivery may be synchronous (in real-time) or asynchronous (where the communication/interaction is delayed over time). Blended learning environments (that utilize both traditional face-to-face instruction and distance learning) fall under the scope of distance education.

WYOMING SWITCHBOARD NETWORK (WSN)

The Wyoming Switchboard Network acts as the central collection of distance education resources available to Wyoming students, parents, instructors, school districts, and DE program providers. The Switchboard will provide access to the current distance education courses approved for delivery to K-12 students and information about the various DE program providers. The Switchboard is located on the Wyoming Department of Education's public website at:

www.k12.wy.us/TCD/WSN/index.asp

RESIDENT DISTRICT, NONRESIDENT DISTRICT AND DE PROGRAM PROVIDER

The term resident district refers to the Wyoming public school district in which the participating student is enrolled. For each student receiving distance education coursework, the resident district is required to complete a Distance Learning Plan to ensure the delivery method is appropriate to the individual student's learning capabilities, monitor the student's progress through the DE course(s), facilitate necessary instructional support, and maintain the student's records. The resident district is responsible for verifying the distance education courses are approved by the Wyoming Department of Education and fulfills both state and local district program standards.

The nonresident district is the educational institution that employs the distance education teacher and provides the distance education program. A program is simply a collection of one or more courses. Please note: when a student resides in the district sponsoring the DE program, the resident district and nonresident district are actually one and the same.

For clarity we refer to nonresident districts as DE program providers. All Wyoming public school districts, community colleges, and the University of Wyoming are eligible to become DE program providers on the Wyoming Switchboard Network.

MILESTONES, ATTENDANCE, AND ADM FUNDING

Milestones are the key topics or required objectives presented in a distance education course. These milestones are used to track student progress through the course, attendance and membership equivalency.

All students enrolled in distance education courses satisfy compulsory attendance requirements by completing the Milestones outlined in the student's distance learning plan¹.

¹ Chapter 8 Rules and Regulations for the School Foundation Program , Sec 10(e) - <http://soswy.state.wy.us/Rules/RULES/7036.pdf>

The resident district will be required to report to the WDE the completion status of these milestones for every student participating in a distance education course (pg. 8) and use this information when calculating the funding received for that student (pg. 7).

ASSESSMENT AND ADEQUATE YEARLY PROCESS (AYP).

Students enrolled in distance education course(s) are not exempt from state, local or district assessments:

- ✓ The resident district will ensure that each student participating in a distance education course is evaluated, tested, and monitored at the same intervals as other students in their grade level and in accordance with the resident district's assessment policies².
- ✓ Each student participating in a distance education course will participate in the Wyoming statewide assessment³ administered and monitored by a state-trained assessment administrator.

Student performance, accountability, state and local assessment results, and adequate yearly progress (AYP) are the responsibility of the resident district.

²W.S. §21-13-330(g)(iii)

³W.S. §21-2-304(a)(v)

RESEARCH, REVIEW, AND VERIFY DE OPTIONS ON THE WSN

As the central collection of state approved programs, the Switchboard will provide interested district personnel, parents, and students the following information in order to make a sound decision in regard to choosing the most appropriate distance education course(s).

It is the responsibility of the resident district to review this information and verify that the prospective distance education course(s) received by a student meets or exceed their district's program and content standards⁴.

TYPES OF WSN PROGRAM PROVIDERS

There are three distinct types of distance education program providers listed on the Switchboard:

- ✓ **Statewide Program Providers** have submitted all of the required documentation to the WDE and can offer distance education coursework to all Wyoming K-12 students. It is still the responsibility of the resident district to review their information and verify that the course(s) meet or exceed the district's program and content standards.
- ✓ **Limited Program Providers** have provided all of the required program level information to the WDE but have not supplied full documentation for each course. These providers are only eligible to deliver DE coursework to districts that acknowledge the absence of this information and, through the use of an articulation agreement, agree to verify the course content and quality independently. A signed credit course application waiver is required to be completed by any district receiving instruction from a limited program provider on the WSN. The rules regarding this waiver can be reviewed in Appendix E (pg. 12).
- ✓ **Other Program Providers** have submitted all of the required documentation to the WDE and have decided to restrict access to their coursework to specific locations.

WSN PROGRAM PROVIDER INFORMATION

The WDE requires each distance education program provider to supply the information below. These documents provide a general description of the DE provider's overall policies and requirements:

- ✓ The **Course Evaluation Narrative** describes the method(s) of course procurement and evaluative procedures followed by the DE program provider.
- ✓ The **Student Accountability Narrative** describes the student requirements, method(s) of pre-enrollment consultation, anticipated instructional support from the resident district, nonresident district accountability, and intervention plan.
- ✓ The **Instructor Accountability Narrative** describes the instructors' minimum qualifications, professional development requirements and opportunities, performance expectations, and method(s) of evaluation.
- ✓ The **Partnership Plan** describes the expectations and requirements the nonresident district will have on the resident district and how the nonresident district will coordinate the proper support and training for resident district personnel.

In addition to these documents, each program provider will provide a brief description of their **enrollment process**. Please contact the administrator of the distance education program for more information.

⁴ W.S. §21-13-330(g)(vi)

WSN COURSE INFORMATION

Each course presented on the Switchboard will include the following information for review:

- ✓ **General Information** such as the course title, description and syllabus, suggested grade level, start and end date, meeting dates and times if applicable, and the method(s) of delivery such as WEN Video or online.
- ✓ The **Course Milestones** define the required objectives of the course with anticipated due dates. These milestones are used to measure the student's progress throughout the coursework and will be used as attendance and membership equivalency.

The following course information is required by all statewide program providers, limited program providers are not required to submit this information:

- ✓ A **Course Taxonomy** worksheet that defines how the course fulfills the requirements of the common core of knowledge and skills, Hathaway Success Curriculum, and Advanced Placement curriculums.
- ✓ A **Course Scope** that outlines the topics and objectives presented in the course. The scope must explicitly define the assessments, topics, objectives, and other mandatory benchmarks presented throughout the coursework.
- ✓ A **Standards Alignment** that documents the alignment of course content to the Wyoming Content and Performance Standards.
- ✓ A **Course Quality** verification that demonstrates the course meets or exceeds the appropriate WDE approved standards/guidelines pertaining to distance education course delivery methods.

ENROLLING STUDENTS

All distance education course enrollments are initiated at the resident district. If the student is not enrolled at the resident district, they will need to be assigned to a school that provides appropriate grade level instruction⁵.

To begin the enrollment process, the resident district will notify the program provider of the student's intent to register with the distance education course. The resident district has ten business days to confirm the student's enrollment with the distance education program provider.

An enrollment flowchart is provided in [Appendix A](#) (pg. 9).

ENROLLMENT REQUIREMENTS

The enrollment process is complete once the resident district and the DE program provider's district have [1] completed the program provider's requirements for student enrollment, [2] established a Distance Learning Plan (DLP) for the student and, if the DE program originates from another school district, [3] signed a Memorandum of Understanding (MOU) between the two districts.

[1] PROGRAM PROVIDER'S STUDENT ENROLLMENT REQUIREMENTS

Each distance education program provider establishes their own requirements for student enrollment. An overview of these requirements is presented on the Switchboard within the Student Accountability Narrative (pg 3). For more information, please contact the administrator of the distance education program.

[2] DISTANCE LEARNING PLAN (DLP)

The Distance Learning Plan is a student-centered academic contract that details information about each DE course taken by the student, how many Milestones are presented in each course, and how the student's progress will be monitored.

To ensure the needs of all students are met, the resident district is required to complete one DLP for each student participating in a distance education course⁶. The WSN distance education program provider will supply the Distance Learning Plan and the document will be completed in collaboration with the student, the student's parent(s) or legal guardian(s), and the appropriate personnel from the resident district and program provider.

The DLP will remain on file at the resident district, program provider district, and WDE. The effective dates of each distance learning plan cannot exceed a period of one year. **This DLP needs to be maintained by the resident district (in conjunction with the WDE 591) to support attendance and membership records for distance education students.**

A complete checklist of the DLP requirements is presented in [Appendix B](#) (pg. 10).

[3] MEMORANDUM OF UNDERSTANDING (MOU)

An MOU is the funding agreement between the resident district and the program provider's district. Initiated by the program provider, and designed for a period not to exceed one year, the original MOU is

⁵ W.S. §21-13-330(g)(ii)

⁶ W.S. §21-13-330(g)(i)

required to be on file at the program provider's district, with a digital copy submitted to both the WDE and resident district.

A complete list of the MOU requirements is presented in [Appendix C](#) (pg. 11).

FOUR MODELS OF ENROLLMENT

The following models represent the four possible outcomes of DE student enrollment. In all cases, a distance learning plan is required.

SELF-CONTAINED

A self-contained model of student enrollment occurs when the student participates in a distance education program provided by their own district. The student may be taking a supplement course or enrolling as a fulltime student. In this event, no MOU will be required.

SUPPLEMENTAL PARTNERSHIP

In the supplemental partnership model, a student enrolls in one or more distance education courses from another district to supplement the courses taken from their local school. An MOU is required to determine the fees associated with the DE course(s) taken.

FULLTIME PARTNERSHIP

The fulltime partnership model occurs when a student maintains membership in their resident district but all coursework is provided by a distance education program from outside that district.

FULLTIME TRANSFER⁷

A resident district may withdraw a student from its membership so that that student can enroll as a fulltime student in a distance education program provided by another Wyoming school district. The student is then counted among the membership of the school district providing the distance education program. The fulltime transfer is the only instance where average daily membership (ADM) and adequate yearly progress (AYP) is counted towards the district providing the DE program.

ACTIVE MILITARY SERVICE

If a student is (1) enrolled in a WSN program and (2) their parent or guardian is on active military service, leaves the state of Wyoming, and maintains Wyoming residency, then that student is allowed to finish their distance education course(s) through the remainder of the current school year.

⁷ The Wyoming Department of Education does not recommend this course of action as this model may not be necessary or in the best interest of the student.

Each student participating in a distance education course shall be included in a district's average daily membership in accordance with Section 10(e) of the WDE Chapter 8 Rules and Regulations for the School Foundation Program⁸:

(e) Students participating in distance education courses from the resident district shall be included within the membership of the resident district, unless an agreement exists between the resident district and non-resident district in accordance with W.S. 21-13-330(h).

(i) Distance education student membership shall be prorated at less than one (1.0) ADM if the number of distance education courses in which the student is enrolled are less than the regularly scheduled courses for that school, but the distance education membership may be combined with any non-distance education membership to result in a larger fractional ADM not to exceed one (1).

(ii) Distance education student membership shall be based on actual completion of milestones and computed as follows:

(A) For each course, the number of student days for the school shall be divided by the number of milestones specified in the student's Distance Learning Plan to compute the number of days each milestone is worth (e.g., if a course has 15 milestones and the school has 175 days, then each milestone is worth 11.67 days);

(B) For each course, the number of completed milestones shall be multiplied by the amount each milestone is worth to compute the number of days a student successfully completed (e.g., if a student completes 15 of 15 milestones, 11.67 multiplied by 15 equals 175; if a student completed 10 of 15 milestones, 11.67 multiplied by 10, equals 116.7);

(C) For each course, the number of days completed shall be divided by the regularly scheduled number of courses in the school to compute the aggregate membership (e.g., if a student completed 175 days and the school offered 8 courses, the student's aggregate membership for that course would be 21.875);

(D) By student, the aggregate membership for each course shall be summed to compute the total student distance education aggregate membership and, if necessary, added to the student's non-distance education membership;

(iii) Each student's Distance Learning Plan detailing the completion of each milestone shall be maintained by the district to support attendance and membership records for distance education students.

For more info contact, please your district business manager.

⁸ <http://soswy.state.wy.us/Rules/RULES/7036.pdf>

WDE 591 - DISTANCE EDUCATION MILESTONES REPORT

Each fiscal year, the resident district will report to the WDE the Milestones completion status of all students participating in distance education courses on the Switchboard. The WDE 591 is available on the 'WDE Data Collection Form Inventory' located at:

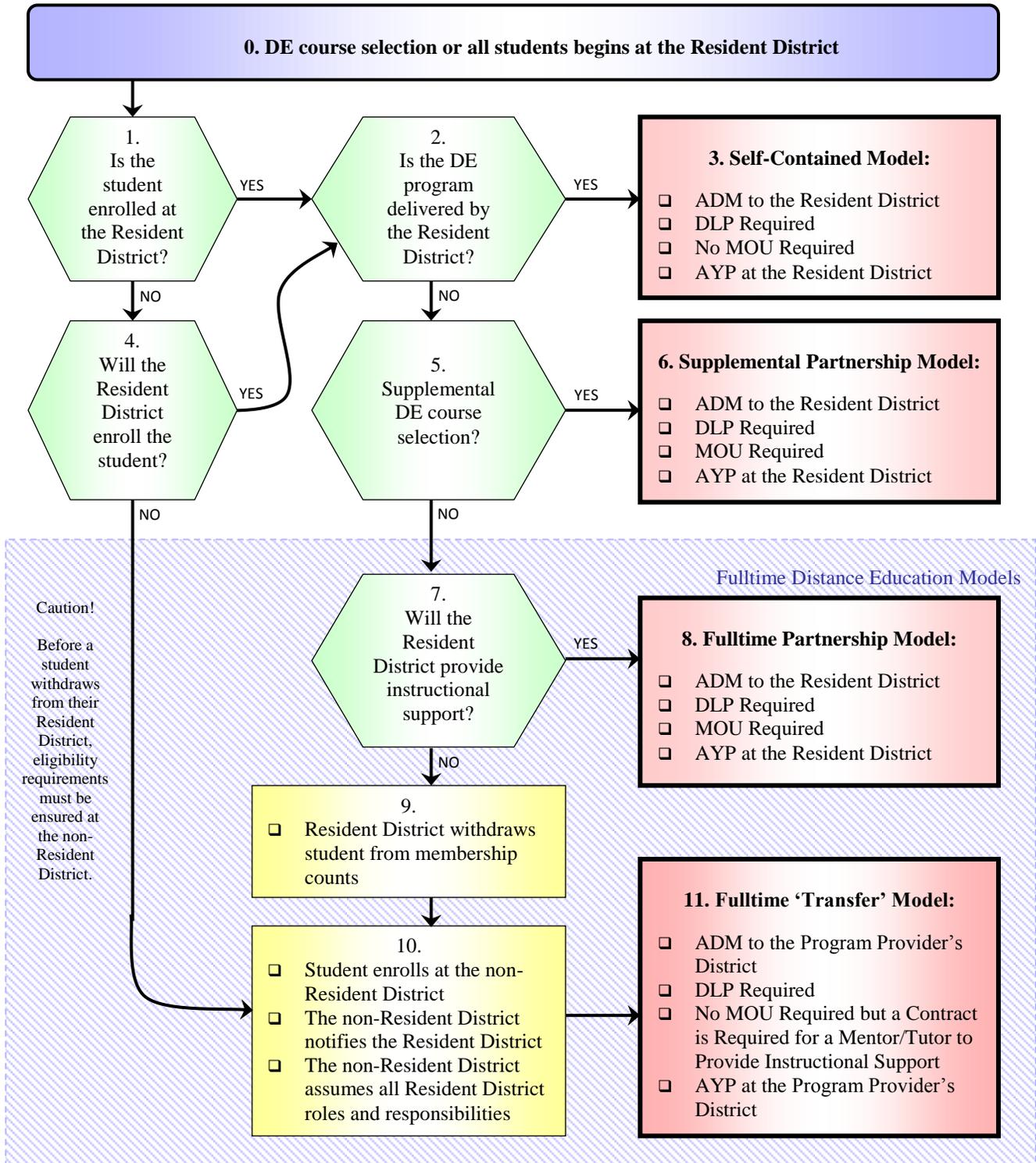
https://wdesecure.k12.wy.us/stats/wde.forms.details?the_form=591

A brief webcast tutorial is available within the supporting files for more clarification.

The components of the WDE 591 to be reported are as follows:

- ✓ Course Information: Course ID, Course Name, Course Provider, Used as a Hathaway Success Curriculum Course? (Yes, No), Total Number of Course Milestones
- ✓ Student Information: School ID, WISER ID, First, Middle, and Last Name, Date of Birth, Grade Level
- ✓ Outcomes: Total Number of Milestones Completed, K-12 Credits Awarded, Post Secondary Credits Awarded

APPENDIX A: ENROLLMENT FLOWCHART



APPENDIX B: REQUIREMENTS OF THE DISTANCE LEARNING PLAN (DLP)

EFFECTIVE DATES

- The Distance Learning Plan is effective for a period of one (1) year

STUDENT INFORMATION

- Wyoming Integrated Statewide Education Record Identifier (WISER ID)
- Legal first name
- Legal last name
- Grade level

COURSE INFORMATION

- The course title
- WSN course identification number
- The number of milestones presented in the course (along with any modifications to the course milestones as presented on the WSN)
- Name of the course instructor
- Title of the DE program provider
- A description of the type of course completion/grade to be reported (Will the student receive a grade letter, numeric percentage, pass/fail mark, etc?)
- The amount of credit to be awarded to the student (K-12 credit will be awarded by the resident school district at the completion of the distance education course. If applicable, post secondary or dual-enrollment credits awarded by a college should also be described)
- Course start, end, and drop dates
- Calendar and weekly bell schedule for synchronous elements if applicable

ADDITIONAL INFORMATION

Either as an item specific to each course or as a general statement that applies to all courses, the DLP must address:

- Attendance requirements, contact time and the methods of contact required by the student in order to successfully complete the course
- The acknowledgement of or modifications to the DE program's "Student Accountability Narrative" that verifies that the course is appropriate to the learning capabilities of the participating student
- The name and position of the resident school's liaison, mentor, or tutor that will provide instructional support to the student
- A communications process that specifies where and how to send information between the instructor, mentor, and student
- A communications process describing where and how to send information between the DE program provider and student's resident school district in regard to the student's progress through the course milestones

APPENDIX C: REQUIREMENTS OF THE MEMORANDUM OF UNDERSTANDING (MOU)

In accordance with Chapter 41 Rules and Regulations Sec 12(b) the Memorandum of Understanding (MOU) shall consist of at a minimum:

- The identification of the resident and nonresident district point-of-contact to include first and last name, position/title, and contact information.
- The name(s) and WISER ID(s) of the student(s) involved in the distance education course(s).
- Information detailing the title, start date, and completion date of each distance education course.
- Payment information to include the amount, due date(s), and method of payment.
- Apportion the responsibility for ensuring that each student has access to the appropriate electronic equipment, connectivity, and resources needed to participate in the distance education course(s).
- A description of the educational support provided to the student(s) by the resident district. This may include, but is not limited to:
 - ✓ The access of resources at the resident district
 - ✓ Required tutoring and/or mentoring services
 - ✓ Testing and assessment services
 - ✓ Academic counseling services
 - ✓ Library services
 - ✓ Special needs requirements
- If the resident district does not have qualified distance education site coordinators, the MOU shall include:
 - ✓ A description the training required of the resident district's staff
 - ✓ Which district staff should attend the training
 - ✓ How the training will be provided
 - ✓ When the training should be completed
- A description of any training required of the student(s), how this training will be provided, and when it should be completed.
- A statement ensuring that all records of the student(s) will be provided to the resident district including any records of special education.
- A conflict resolution policy.
- The signatures of the nonresident and resident district's superintendent or designee, in accordance with district policies.

APPENDIX D: COURSE CREDIT APPLICATION WAIVER RULES

Chapter 41 Distance Education Rules and Regulations, Section 4(i)⁹ outlines the requirements of the Course Credit Application Waiver:

(i) A post-secondary distance education program may apply for limited membership to the Wyoming Switchboard Network and waive the course taxonomy, course scope, standards alignment, and/or course quality verification. These distance education programs shall only be eligible to provide distance education courses to students enrolled at a resident district that has submitted to the Department a credit course application waiver. This waiver, provided by the Department, shall:

(i) Be signed by the resident district superintendent, a member of the local board, and the resident district curriculum director;

(ii) Acknowledge the distance education program provider's omission of the course taxonomy, course scope, standards alignment, and/or course quality verification; and,

(iii) Verify the presence of an articulation agreement that, at a minimum, the resident district and distance education provider shall:

(A) Agree that the design, content, and delivery of the selected distance education course work provided by the distance education program meets or exceeds the requirements and state standards for course content, comply with and fulfills the state education program established by W.S. § 21-9-101 and W.S. § 21-9-102, and that the program otherwise meets district program standards and assessment policies; and,

(B) Annually review and mutually agree upon the documentation that aligns course content, objectives, and outcomes required to satisfy the Hathaway Scholarship Success Curriculum requirements, and Wyoming Content and Performance Standards.

⁹ http://soswy.state.wy.us/Rules/Rule_Search_Main.asp

21-13-330. Distance education; program content; distance learning plan required; students within ADM of resident district; agreements with districts authorized.

(a) Repealed By Laws 2008, Ch. 95, § 502.

(b) Repealed By Laws 2008, Ch. 95, § 502.

(c) Repealed By Laws 2008, Ch. 95, § 502.

(d) Repealed By Laws 2008, Ch. 95, § 502.

(e) Repealed By Laws 2008, Ch. 95, § 502.

(f) As used in this section:

(i) "Distance education" means instruction in the statewide educational program prescribed by W.S. 21 9 101 and 21 9 102 and accredited by the state board under W.S. 21 2 304(a)(ii), whereby the teacher and student, physically separated by time or space, are connected by means of a communications source used to provide synchronous or asynchronous instruction;

(ii) "Distance learning plan" means an agreement between the school district or districts, a student and his parents or guardian outlining the distance education program requested by the student and his parents or guardian, together with expectations and achievable performance benchmarks required for completion of the program in accordance with content and performance standards promulgated by the state board under W.S. 21 2 304(a)(iii);

(iii) "Nonresident district" means the school district in which a participating student does not reside but which employs the distance education program teacher and which sponsors, approves, facilitates and supervises the distance education program course material provided to the participating student;

(iv) "Resident district" means the school district in which the participating student resides, receives distance education program instruction and where the student's distance education learning plan is filed.

(g) A resident school district providing distance education for any student shall:

(i) Complete a distance learning plan appropriate to the learning capabilities of the participating student and ensure the plan is in compliance with criteria established by the department of education;

(ii) Assign the participating student to a school within the district offering appropriate grade level instruction if the student is not physically attending a school within the resident district and the district has not entered into an agreement with a nonresident district pursuant to subsection (h) of this section for that student;

(iii) Monitor the participating student's progress as measured by his distance learning plan and in accordance with the district's assessment policies, administer or ensure his participation in required student performance evaluations and assessments at the same intervals required of other students at the participating student's grade level;

¹⁰ <http://legisweb.state.wy.us/statutes/compress/title21.doc>

- (iv) Facilitate necessary instructional support for the student and notify and assist any student not performing satisfactorily or failing to achieve performance benchmarks established within his distance learning plan;
 - (v) Maintain the student's records within the district's permanent student data system including his district learning plan, equivalent attendance as specified by his plan, assessment and other performance evaluation data, immunization and other information required by the district;
 - (vi) Verify the distance education program received by the participating student complies with and fulfills the state education program established by W.S. 21 9 101 and 21 9 102 and rule and regulation of the state board under W.S. 21 2 202(a)(xxxi) and that the program otherwise meets district program standards;
 - (vii) Restrict the student's distance education to programs approved by the department of education pursuant to W.S. 21 2 202(a)(xxxi) and accredited by the state board.
- (h) Each student participating in distance education offered by the school district of residence shall be included within the average daily membership (ADM) of the resident district as computed under the education resource block grant model pursuant to W.S. 21 13 309(m)(iv), regardless of the origination of the district providing the distance education program for the student. The membership for a distance education student shall be prorated at less than one (1.0) ADM if the number of distance education courses in which enrolled are less than the regularly scheduled courses for that school, but the distance education program membership may be combined with any nondistance education membership to result in a larger fractional ADM of not to exceed one (1.0) ADM. A resident district may through agreement provide for a student to participate full time in distance education offered by a nonresident school district whereby the student is counted among the membership of the nonresident district if the nonresident district complies with the requirements specified in subsection (g) of this section and the resident district removes the participating student from its membership for the period of time the student participates full time in the distance education program of the nonresident district.
- (j) The department of education shall by rule and regulation provide a procedure under which a school district may allow a student whose custodial parent or guardian is in active military service and leaves the state of Wyoming, and whose custodial parent or guardian maintains Wyoming residency, to participate in distance education programs offered under this section provided the district complies with this section to the extent required by department rule and regulation.