



## Wyoming Department of Education

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### MEMORANDUM NO. 2009 - 058

**TO:** School District Superintendents

**FROM:** Geir Solvang, Project Analyst 

**DATE:** April 3, 2009

**SUBJECT:** WDE950 – The New Graduating Student Transcript Data Collection

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#### IMPORTANT AND TIME SENSITIVE INFORMATION

The following is information about the new Wyoming Department of Education (WDE) transcript collection to be submitted through the Wyoming Transcript Center (WTC).

The assigned number and title of the collection is WDE950 – WTC Graduating Student Transcripts.

#### **What is the WDE950 data collection?**

The WDE950 is a student level data collection and collects transcript data on all Wyoming graduating students. The transcript data includes all required WTC data elements. A link to the element list and other resources are provided below.

#### **What is the purpose of the WDE950 data collection?**

The data collected in the WDE-950 will be utilized for statutorily defined analysis and reporting to guide ongoing review of Hathaway Scholarship Program (HSP) eligibility requirements and present outcomes and impact data for students participating in the HSP.

#### **What previous notification was provided to districts?**

Letters regarding this data submission were sent to all District Superintendents on August 31, 2007 and October 15, 2008 providing details on the authority behind the collection (W.S. 21-16-1308 (vii) and (viii)) and giving an overview of the WTC. Past WDE Memorandums that contain information related to this new collection are No. 2007-117, No. 2007-130, and No. 2009-002.

#### **What is the process?**

In 2007 and 2008, district staff members were trained on the procedures for transferring records through the WTC. The same steps will apply to this new data submission to the Wyoming Department of Education.

As you know, the WDE950 collection will be different from other WDE collections in that data extractions from the districts' local Student Information Systems will be uploaded via a Secure File Transfer Protocol (SFTP) site to the National Transcript Center (NTC). The NTC will in turn convert the records to PESC XML<sup>1</sup> files and load them back to the respective district's WTC account for review. Once a district's review is complete, the records are ready to be sent to the Wyoming Department of Education - Hathaway Unit, defined as a co-academic institution within the WTC, by the district staff.

**Where can I find resources?**

Supporting files and more details about the collection are located at:

[https://wdesecure.k12.wy.us/stats/wde.forms.details?the\\_form=950](https://wdesecure.k12.wy.us/stats/wde.forms.details?the_form=950)

**When is the collection due?**

The WDE950 data collection is due on **July 31, 2009**. The collection window will open on June 1, 2009, and will remain open through July 31, 2009.

**When is the training?**

A refresher training session on the WDE950 WTC Graduating Student Transcripts submission process, including step-by-step actions taken to submit the districts' transcript records, will be offered on **Wednesday, May 6<sup>th</sup>, 2009**, from 2:00PM to 4:00PM, over the Wyoming Equality Network (WEN). Please contact your local WEN site to participate in the training.

**Who to contact for more information?**

If you have any content or submission questions about the WDE950 data collection, please contact Geir Solvang at 307-777-6218 or [gsolva@educ.state.wy.us](mailto:gsolva@educ.state.wy.us).

If you have any questions about your district's current status regarding the WTC please contact Shadd Schutte at 307-777-3656 or [sschut@educ.state.wy.us](mailto:sschut@educ.state.wy.us).

GS:tw

Cc: District Curriculum Coordinators  
Technology Directors  
High School Principals  
High School Counselors

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<sup>1</sup> Format approved by the Postsecondary Electronic Standards Council (PESC) for the exchange of transcript data.