



Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne, WY 82002-0050

Phone 307-777-7673 Fax 307-777-6234 Website www.k12.wy.us

MEMORANDUM NO. 2010-206

TO: School District Superintendents
Business Managers
WISE Coordinators
Assessment Coordinators

FROM: Laurel Ballard, Ph.D., Division Director
Information Management Division 

DATE: November 19, 2010

SUBJECT: 2009-10 Graduation Rate Data Verification Process

IMPORTANT AND TIME SENSITIVE

The Wyoming Department of Education (WDE) will be providing districts their 2009-10 graduation rates for review on November 24, 2010. Districts will be given until December 10, 2010, to review this data for accuracy. An acceptance letter will also be sent out with this data and must be completed and faxed to the WDE at 307-777-6234, Attn: Leslie Zimmerschied, no later than December 10, 2010. A hard copy of this acceptance letter with original signatures must also be mailed to the WDE, 2300 Capitol Avenue, 2nd Floor, Cheyenne WY 82002, Attn: Leslie Zimmerschied, and received no later than December 17, 2010. A sample copy of the acceptance letter is attached.

Data will be provided to Superintendents, Business Managers, WISE Coordinators and Assessment Coordinators via password protected email. The data file will include total graduation rates and a student level data file for your district.

If you have any questions about this process, please contact Leslie Zimmerschied at lzimme@educ.state.wy.us or 307-777-8751.

LB:sc

Attachment



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Memorandum

TO: Superintendent

FROM: Dr. Laurel Ballard, Chief Information Officer

DATE:

SUBJECT: Verification of WDE684 Teacher/Course/Student Data and Graduation Rates

The WDE684 is the official collection for student-level demographic and course information. This collection includes vital and social statistics on students in Wyoming schools. The following is a link to the WDE684 data submitted to the WDE by your district. Graduation rate data will be emailed to Superintendents, Business Managers, Wise Coordinators and Assessment Coordinators on November 24, 2010:

[Link to WDE684 Data](#)

Please initial the following:

_____ I understand that the WDE will use this data for reasons including, but not limited to, funding, accountability, and public reporting.

The following Graduation Rate has been calculated by the Wyoming Department of Education (WDE) Information Management Division. These rates are based upon data submitted through the WDE684 Teacher/Course/Student Data Collection.

District Graduation Rate **XX.XX** %

Please indicate your agreement or disagreement with the information contained above by placing a check mark in the appropriate space below. In either case, we ask that the District Superintendent sign in the space provided and return a copy of this memorandum via fax to 307-777-6234 attention Leslie Zimmerschied, no later than the end of business **December 10, 2010**. A hard copy with original signatures also needs to be mailed to the Wyoming Department of Education, 2300 Capital Ave, Cheyenne WY, 82002 attn: Leslie Zimmerschied, and must be received no later than **December 17, 2010**.

_____ I agree with the information provided to me

_____ I disagree with the information provided to me

Please initial the following:

_____ I understand that the WDE will use these rates for reasons including, but not limited to, funding, accountability, and public reporting.

If you disagree, please forward any objections, exceptions, and relevant documentation to the WDE at your earliest convenience, but no later than **December 10, 2010**. The Information Management Division staff will review any disagreements on a case-by-case basis and render a decision as soon as possible after that date so any modification can be completed before December 15, 2010.

If you have any questions, or need further explanation, please contact Leslie Zimmerschied at lzimme@educ.state.wy.us or 307-777-8751. Thank you for your prompt response to this request.

District Superintendent

Date