



# Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction  
Hathaway Building, 2<sup>nd</sup> Floor, 2300 Capitol Avenue  
Cheyenne WY 82002-0050

Phone: 307-777-7673 Fax: 307-777-6234 Website: [edu.wyoming.gov](http://edu.wyoming.gov)

---

## MEMORANDUM NO. 2011-079

**TO:** School District Superintendents  
WISE Coordinators

**FROM:** Leslie Zimmerschied, Reporting Analyst  
Information Management Division

**DATE:** May 23, 2011

**SUBJECT:** 2011 WDE950 – Wyoming Transcript Collection

---

### IMPORTANT INFORMATION

#### **The Wyoming Department of Education (WDE) announces the 2011 WDE950 – Wyoming Transcript Collection.**

This memorandum provides details on the upcoming collection, as well as contact information.

#### **Information on the WDE950 Collection**

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

Data extractions from the districts' local SIS will be uploaded via a Secure File Transfer Protocol (SFTP) site to the National Transcript Center (NTC). The NTC will convert the data to xml and pdf files and load them to the respective district's Wyoming Transcript Center (WTC) account for review. After review, the district will send the transcripts to the Department of Education - Hathaway Unit WTC account. The authorities that allow the WDE to collect data for the WDE950 collection are in the Hathaway Scholarship Program Statutes: W.S. 21-16-1308 (vii) and (viii).

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

Data will be used to establish the relationships between a student's high school grades and courses taken and post secondary performance and ACT scores.

##### **What training will be provided?**

A comprehensive video tutorial will be available on the WDE website by June 1<sup>st</sup>. Video tutorials on the use of the Wyoming Transcript Center are currently available on the WDE website:

School District Superintendents  
WISE Coordinators  
Memo No. 2011-079  
May 23, 2011  
Page 2

<http://www.edu.wyoming.gov/DataInformationAndReporting/DataCollectionSuite.aspx>.

**When is the collection window?**

The data collection window is from June 1, 2011, through July 31, 2011.

**Where are the collection documents posted?**

The current data elements and guidebook are available on the WDE website at <http://www.edu.wyoming.gov/DataInformationAndReporting/DataCollectionSuite.aspx>.

**Whom do I contact for more information?**

If you have any questions regarding the content or navigation in the WTC, please contact Leslie Zimmerschied at [lzimme@educ.state.wy.us](mailto:lzimme@educ.state.wy.us) or 307-777-8751.

If you have any questions about the Data Uploads or need Filezilla support, please contact the Transcript Center Support team at [support@transcriptcenter.com](mailto:support@transcriptcenter.com) or 877-790-1261.

LZ/tc