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MEMORANDUM NO. 2014-067

TO: School District Superintendents
Assessment Coordinators
WISE Coordinators
Computer/Technology Coordinators

FROM: Sean McInerney, Supervisor
Accountability Team

DATE: May 12, 2014

SUBJECT: Accountability End-of-Year WDE684 Reminder

DATA COLLECTION FOR WDE684 END-OF-YEAR ACCOUNTABILITY REMINDER

Collection Window open May 21, 2014 to June 19, 2014.

CHEYENNE - The end-of-year WDE684 collection is important for Wyoming School Accountability determinations per W.S. 21-2-204. This collection is used to determine which students have been at your school for a full academic year. Only those students who have been at your school for a full academic year will have their performance on the ACT Suite of assessments (i.e., the ACT, PLAN, and Explore) computed to determine your school's performance levels for the current school year. This information is also used to compute which students will be considered full academic year students for inclusion on the grade nine credit readiness indicator. Finally, this collection is used for computing the graduation rate for the following school year's accountability determinations.

Because of this, it is critical that your district verifies its WDE684 report as accurate. In particular, enrollment records must accurately reflect the students' enrollment status on April 23rd and the end of the school year.

It is also critical the exit codes for the four year on-time graduation cohort are accurate. The col-

lection window is May 21, 2014 to June 19, 2014. No further corrections will be allowed after July 15, 2014. The information included in the end-of-year WDE684 report after July 15 will be used as-is for accountability determinations. Thank you in advance for completing this important work in a timely manner.

If you have any questions regarding the WDE684 collection, please contact Brian Wuerth at brian.wuerth@wyo.gov or 307.777.6748.