



WYOMING
DEPARTMENT OF EDUCATION

*Creating Opportunities
for Students to Keep
Wyoming Strong*

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MEMORANDUM NO. 2016-032

TO: District Superintendents
Business Managers
K-3 Principals
WISE Coordinators

FROM: Brent Young, Chief Policy Officer

DATE: February 29, 2016

SUBJECT: 16:1 Student-Teacher Ratio Waiver Process

16:1 STUDENT-TEACHER RATIO REPORTS AVAILABLE MARCH 1

WAIVER REQUESTS DUE MARCH 15

Sixteen-to-one (16:1) summary reports for all school districts will be available through the Wyoming Education Fusion website on March 1, 2016. This confidential report is the official notice of whether your district's schools did or did not meet the 16:1 ratio for K-3 classes in the 2015-16 school year as mandated by [state law](#).

To locate the report, users must log into Fusion at <http://fusion.edu.wyoming.gov>. Click the "Data Reporting" button near the top-left of the page, then click on "State Accountability Confidential". Users must be assigned one of the following Fusion roles to view the report links: Superintendent, Assessment Confidential, Principal, Assistant Principal, Business Manager, Accountability Coordinator, or WISE Coordinator.

If you're unable to see the reports, contact your district Fusion Administrator and have the appropriate role assigned to your user account. If you don't know who your district Fusion Administrator is, click "Find Fusion Administrator" at the top-right of the Fusion home page.

Video instructions to retrieve and reset a Fusion password are available [here](#).

Each district must verify that they received their report. This can be done through an online verification form, available here: <https://portals.edu.wyoming.gov/Confirm/View/STR2015>.

As stated by law, a district may request a waiver for the 16:1 requirement if at least one of the following conditions is met:

- Insufficient school facility capacity
- Positive school performance
- Positive student achievement
- Other reasons related to the delivery of the education program to students

If your district did not meet the 16:1 ratio, a waiver request with supporting information and reasons for the waiver must be postmarked to Julie Magee no later than March 15, 2016. This waiver letter will need to include all of the following:

- Why the district did not meet the 16:1 ratio
- Documentation that addresses current efforts to meet the 16:1 ratio
- A detailed plan to meet the 16:1 ratio in subsequent years

The WDE will notify districts of the acceptance or denial of the waiver request by April 11, 2016. Approved waivers will be in effect for the school year following the application and approval.

Information related to the student to teacher ratio is posted on the WDE website at: <http://edu.wyoming.gov/data/161-waiver>

For questions, please contact Julie Magee at julie.magee@wyo.gov.