



WYOMING
DEPARTMENT OF EDUCATION

*Creating Opportunities
for Students to Keep
Wyoming Strong*

Jillian Balow

Superintendent of Public Instruction

Dicky Shanor

Chief of Staff

Brent Bacon

Chief Academic Officer

Lisa Weigel

Chief Policy Officer

Dianne Bailey

Chief Operations Officer

Cheyenne Office

Hathaway Building, 2nd Floor
2300 Capitol Avenue
Cheyenne WY 82002-2060
Phone: (307) 777-7675
Fax: (307) 777-6234

Riverton Office

320 West Main
Riverton, WY 82501
Phone: (307) 857-9250
Fax: (307) 857-9256

On the Web

edu.wyoming.gov
wyomingmeasuresup.com

MEMORANDUM NO. 2017-064

TO: District Superintendents
WISE Coordinators
High School Principals

FROM: Lisa Weigel, Chief Policy Officer

DATE: May 15, 2017

SUBJECT: Verification Due - WDE949 Credits Earned For Alternative and Non-Alternative Schools

STUDENT LEVEL FILES PREPARED TO CALCULATE READINESS SUB-INDICATOR

In accordance with the Wyoming Accountability in Education Act, the Wyoming Department of Education (WDE) has prepared two student-level files that will be used to calculate the Readiness sub-indicator for certain students. These files include credits earned in grade 9 for students enrolled in non-alternative high schools, and credits earned in grades 9, 10, and 11 for student enrolled in alternative high schools. A non-alternative school's score for required credits is the percentage of full academic year students in grade 9. For alternative schools, the score for required credits is the percentage of full academic year students in grades 9, 10 and 11 that earned one-fourth of the credits required to earn a diploma at their designated high school in the prior school year. This report contains student-level data, and is confidential. It includes Credits Earned and Credits Required for high school graduation.

To view the Credits Earned data reports, log into [Fusion](#). Click on the blue Data Reporting link at the top of the page, then the State Accountability Confidential link. The reports are called Credits Earned – Grade Nine Non-Alternative Schools, and Credits Earned – Grade Nine, Ten and Eleven Alternative Schools. Users must be assigned one of the following Fusion roles to view the report links: Superintendent, WISE Coordinator, Assessment Confidential, Principal, Assistant Principal, or Accountability Coordinator.

Those unable to see the identified links can contact a district Fusion Administrator and have the appropriate role assigned to the requested user account. Each district's Fusion Administrator can be found at the Find Fusion Administrator link, which is located at the top of the Fusion home page. A video with instructions to retrieve and reset a Fusion password is available [here](#).

Districts have until **May 26, 2017** to verify the accuracy of credits earned and credits required for graduation in the student-level data file. This is the district's opportunity to resubmit transcripts that are in error, and to submit transcripts that are missing. The two fields used for accountability are "Credits Earned" and "Required Grad Credits".

After May 26, 2017 the data will be used as-is for accountability purposes.

For more information or questions pertaining to the student level reports or accountability measures, contact Sean McInerney at sean.mcinerney@wyo.gov or 307-777-8752.

For questions pertaining to transcript submissions, contact Liz Foster at elizabeth.foster@wyo.gov or 307-777-7009.