



**WYOMING**  
DEPARTMENT OF EDUCATION

*Creating Opportunities  
for Students to Keep  
Wyoming Strong*

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## MEMORANDUM NO. 2017-086

**TO:** School District Superintendents  
Business Managers  
Personnel Directors  
Curriculum Coordinators  
WISE Coordinators  
Principals

**FROM:** Brent Bacon, Chief Academic Officer

**DATE:** August 21, 2017

**SUBJECT:** Virtual Education Requirements

# VIRTUAL EDUCATION: DISTRICT COORDINATOR, WEBINARS, & FAQ

In an effort to keep districts informed of the statutory requirements related to providing virtual education courses and opportunities for students in our state, the Wyoming Department of Education (WDE) is providing information on the establishment of district Virtual Education Coordinators, upcoming informational webinars, and frequently asked questions (FAQ) about virtual education.

### District Virtual Education Coordinator Survey

The WDE is establishing the role of a district-appointed Virtual Education Coordinator to assist with communications, monitoring, and data collection related to state-approved virtual education programs and course activities. The duties include being aware of the virtual education statutes and rules, opportunities available, and reporting responsibilities including virtual education participation used to report average daily membership. The Virtual Education Coordinator will be expected to share and disseminate information across the school district with staff, students, and families as relevant.

Since the responsibilities of this role are considered to be similar or closely related to the Curriculum Coordinator role, a brief survey has been developed to find out if districts would prefer the Virtual Education Coordinator and Curriculum Coordinator roles be combined or if a new role is preferred. The survey will take 1-3 minutes to complete and will be available through September 1, 2017. Access the survey [here](#).

## **Virtual Education Webinars**

Three webinars have been scheduled to provide in-depth explanations of the virtual education statutory requirements. The webinars will be delivered via WebEx and will include an overview and introduction of district responsibilities for no longer than 30 minutes followed by a 30 minute or longer question and answer forum.

### **[What is Virtual Education](#) - Monday 8/28/17 3:30 - 4:30 p.m.**

This webinar will answer questions pertaining to what constitutes a virtual education course and why districts have to know what constitutes virtual education.

### **[Virtual Education Participation and ADM](#) - Thursday 8/31/17 3:30 - 4:30 p.m.**

WDE School Finance team members will join this webinar to assist in explaining virtual education participation requirements and reporting for the purposes of calculating average daily membership (ADM).

### **[Virtual Education Teacher Certification](#) - Wednesday 9/6/17 3:30 - 4:30 p.m.**

Representatives from the Professional Teaching Standards Board (PTSB) will discuss and define the role of virtual education teachers and their certification requirements.

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*For more information, contact Laurel Ballard at 307-777-8715 or [laurel.ballard@wyo.gov](mailto:laurel.ballard@wyo.gov), or Lori Thilmany at 307-777-7418 or [lori.thilmany@wyo.gov](mailto:lori.thilmany@wyo.gov).*

Attachment:

[Frequently Asked Virtual Education Questions](#)