



WYOMING
DEPARTMENT OF EDUCATION

*Creating Opportunities
for Students to Keep
Wyoming Strong*

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MEMORANDUM NO. 2017-123

TO: School District Superintendents
High School Principals
Business Managers
WISE Coordinators
Assessment Coordinators
Accountability Coordinators
Curriculum Coordinators

FROM: Dianne Bailey, Chief Operations Officer

DATE: November 20, 2017

SUBJECT: 2016-17 Student-Level Graduation Data Verification Process

2016-17 STUDENT-LEVEL GRADUATION DATA VERIFICATION

REVIEW WINDOW NOVEMBER 27 - DECEMBER 15

The Wyoming Department of Education (WDE) will provide districts with their 2016-17 student-level graduate and non-graduate records for confidential review on November 27, 2017. Districts have until December 15, 2017, to review data for accuracy.

Data will be securely provided to district personnel through the Wyoming Education Fusion Portal. The report, *Graduation Results Student Level*, will be posted to the [State Accountability Confidential](#) page of the Data Reporting module on the morning of November 27.

To navigate to the reports, go to [Fusion](#) and sign in. Click on the Data Reporting icon at the top of the screen, then click on the State Accountability Confidential link on the left.

At this time, the WDE is only reporting student-level graduation information. Once reviewed, the student-level data will be used to calculate graduation rates as well as school performance ratings.

Important items to verify:

- Summer graduates have been reported with the appropriate exit code
- Out-of-state transfers have been fully documented and reported with the correct exit code

- Graduation rate type (4 year/ 5 year/ 6 year)
- Graduation status (graduate/ non-graduate)

For more detailed information regarding graduation rate calculations, see the attached Guidebook. Districts must also submit a WDE950 transcript for all students reported as 2016-17 graduates.

State Accountability Confidential is a secured site, and only authorized users will be able to access the reports. Authorized users include: Superintendents, High School Principals, High School Assistant Principals, Business Managers, WISE Coordinators, Assessment Coordinators, Curriculum Coordinators, Accountability Coordinators, and approved users with the Assessment Confidential role. Any questions about access should be directed to a local Fusion Administrator. A short video with [instructions to reset Fusion passwords](#) is also available.

Districts must review their information and submit all requests for review no later than Friday, December 15 to Leslie Zimmerschied at leslie.zimmerschied@wyo.gov. Supporting documentation can be provided to the WDE, but must be sent using a secure method, such as the Wyoming Transcript Center or through sFTP. Do not include confidential or private student information in an email or fax.

No request for changes to graduate and non-graduate data will be considered after the close of the December 15th review window. Graduation rates calculated using this data will also be unchangeable.

District Superintendents have until January 12, 2018, to log in using the link above with their fusion credentials to sign off on the data. An electronic acceptance letter is [provided](#).

Once data has been verified, graduation rate calculations will be performed. The WDE will release embargoed graduation rate results January 2 on the State Accountability page in the Fusion portal. The embargoed release of graduation rates is for districts to plan their press releases, and the graduation rates will be final upon delivery. Public release is scheduled for Monday, January 22. Districts should not publicly release data to their school boards or local media until that time.

For questions about this process or student-level graduation information, contact Leslie Zimmerschied at 307-777-8751 or leslie.zimmerschied@wyo.gov.