



Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne WY 82002-0050

Phone: (307) 777-7675 | Fax: (307) 777-6234 | Website: edu.wyoming.gov

Education stakeholders – including students, parents, teachers, school administrators, taxpayers, business leaders, policy makers – need data to support student learning. The Wyoming Department of Education strives to make information available to the public on our website. Please see <http://edu.wyoming.gov/data/> for a number of resources already available. If additional data is needed, a data request may be submitted. There are two types of data requests: the standard public request for data or a Freedom of Information Act (FOIA) request. FOIA requests should first be sent to the Public Information Officer at travis.hoff@wyo.gov or 307-777-7690.

Standard public requests begin with the WDE's Data Request System. To enter a data request ticket, contact Elizabeth Foster at elizabeth.foster@wyo.gov or 307-777-7009. Data request tickets are processed through the following steps:

1. The request is entered into the Data Request System and a ticket number is issued. Please be specific with requests. More detailed requests are easier for the analyst to fulfill.
2. Does the WDE have the information requested? If not, a response is sent to the requestor and the request ticket is closed.
3. Is the data requested public information, not bound by confidentiality statute or practice?
 - a. Is the information available either in the data systems or through standard public reporting by WDE? If available in a public report, the requester is directed to the public report and the ticket is closed.
4. If the requested data is not in the public reports, the ticket is put in the work queue and assigned appropriate resources (WDE staff). All information requests are put into a work queue and filled on a first-come, first-served basis.
 - a. Once the data request is compiled by the assigned staff member(s), the data is forwarded to the requester and the ticket is closed. The Data Collection and Reporting Supervisor would make a determination to save queries if deemed this request could be recurring or useful in the future.
 - b. To protect student privacy, small counts of students will be suppressed.
 - c. Other statistical methods may be used to protect the confidentiality of records.
5. If the data is restricted by confidentiality statute or FERPA regulations, the request will be reviewed by the Data Governance Committee. Release of restricted data requires a contract or MOU. Not all requests for restricted data are approved.

Wyoming Department of Education Data Request Process

