



Wyoming Department of Education

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MEMORANDUM NO. 2011-124

TO: School District Superintendents
Business Managers
School Principals

FROM: Shannon Cranmore, Project Manager
Information Management Division

DATE: September 19, 2011

SUBJECT: 16:1 Class Size Information and Timeline

IMPORTANT INFORMATION

The Wyoming Legislature passed legislation, WS 21-13-307, that requires a 16:1 class size ratio calculation for grades K-3 beginning in the 2011-12 School Year. The Wyoming Department of Education (WDE) has concluded that a new data collection is not required in order to determine the 16:1 class size ratio for the 2011-12 school year. The class size ratio will be based on data submitted via the WDE684 – WISE Teacher/Course/Student Fall Data Collection, WDE602 – WISE School District Staff Member Collection and the WDE638 – WISE Course Inventory Collection. The timeline for data collection, validation and clean up, acceptance and reporting on these collections are as follows:

Data Collections:

WDE684 – Collection window: October 1 to October 17, 2011.

WDE602 – Collection Window: October 1 to October 27, 2011.

WDE638 – Update Window: Initial collection was due in July 2011, will allow updates to current available courses as needed.

Validation and Clean Up:

Validation and clean up will begin as soon as data is submitted for your district for each collection. All validations and corrections for the WDE684, WDE602 and WDE638 must be completed no later than December 9, 2011.

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Acceptance:

Each district will receive an acceptance letter no later than December 15, 2011. This letter will include summarized data submitted on your district's WDE684, WDE602 and WDE638. The superintendent will need to review this data and sign off on the acceptance letter and return it to WDE no later than December 23, 2011. The acceptance letter will also include the preliminary class size ratios for your district based on the data your district submitted on the WDE684, WDE602 and WDE638.

Reporting:

The WDE will provide districts with their final class size ratio no later than January 15, 2012. This will be the official notice on whether your district met or did not meet the 16:1 ratio for the 2011-12 school year. If your district does not meet the 16:1 ratio, you can submit a waiver to Superintendent Cindy Hill. This waiver will need to include documentation that addresses current efforts to meet the 16:1 ratio and a well articulated plan to meet the 16:1 ratio in subsequent years.

Whom to contact for more information?

If you have questions regarding this timeline, please contact Shannon Cranmore at Shannon.cranmore@wyo.gov or 307-777-6245.

If you have general questions about the 16:1 ratio, please contact Christine Steele at Christine.steele@wyo.gov or 307-777-6216.

If you have questions about how the class size ratio is calculated, please contact Vince Meyer at vince.meyer@wyo.gov or 307-777-6232.