

Process to Join the Wyoming Switchboard Network (WSN)

Prior to joining the Wyoming Switchboard Network (WSN) as a distance education provider, school districts should be familiar with the current policies outlined in both the Chapter 41 Distance Education Rules ([Link](#)) and the WSN Resident District Handbook ([Link](#)). If there are any questions regarding this information or the three tier process to join, please contact the WDE's Distance Education Consultants: Lachelle Brant (307-777-3679 or lachelle.brant@wyo.gov) or Scott Bullock (307-777-7418 or scott.bullock@wyo.gov)

Letter of Intent (Part A)

The WSN Letter of Intent is due by May 1 for a program to be eligible to deliver a distance education program the following year:

- "[Program Overview](#)" - provides basic information concerning the DE program
- "[Assurance Statement](#)" - verifies administrative support of the program

Submission: Please send all of the necessary files described above electronically to the WDE Distance Education Consultants using the subject line: *Letter of Intent*

WSN Program Application (Part B)

Prior to any student enrollments, a WSN Program Application must be provided to outline the distance education provider's policies:

- "[Course Evaluation Narrative](#)" - describes the method(s) of course procurement and evaluative procedures followed by the DE program provider
- "[Student Accountability Narrative](#)" - describes the student requirements, method(s) of pre-enrollment consultation, anticipated instructional support from the resident district, provider's accountability, and intervention plan
- "[Instructor Accountability Narrative](#)" - describes the instructors' minimum qualifications, professional development requirements and opportunities, performance expectations, and method(s) of evaluation
- "[Partnership Plan](#)" - describes the expectations and requirements the program provider will have on the resident district, and how the nonresident district will coordinate the proper support and training for resident district personnel

Submission: Please send all of the necessary files described above electronically to the WDE Distance Education Consultants using the subject line: *WSN Program Application*

Course Applications (Part C)

A Course Application is required for every distance education course offered for statewide delivery on the Wyoming Switchboard Network. If a program is submitting multiple courses,

please contact the WDE Distance Education consultants for an alternate method of submission. To submit a single course, the following information must be made available prior to student enrollment:

- ❑ [“Course Information”](#) - provides basic information such as the course title, description and syllabus, suggested grade level(s), delivery method, etc
- ❑ [“Course Taxonomy”](#) - defines how the course fulfills the requirements of the common core of knowledge and skills, Hathaway Success Curriculum, and Advanced Placement curriculums.
- ❑ [“Course Calendar”](#) - provides information regarding the synchronous elements of the course.
- ❑ [“Course Scope”](#) - outlines the topics and objectives presented in the course. The scope must explicitly define the assessments, topics, objectives, and other mandatory benchmarks presented throughout the coursework. If applicable, note the presence of progress reports and required communications. No template will be provided for the course scope, providers should use the process and resources of the local district and/or school
- ❑ [“Course Milestones”](#) - defines the required objectives of the course. These Milestones will measure the student’s progress throughout the coursework and will be used as attendance and membership equivalency.
- ❑ [“Standards Alignment”](#) - documents the alignment of course content to the Wyoming Content and Performance Standards. No template can be provided for the standards alignment, providers should use the process and resources of their local district.
- ❑ [“Course Quality”](#) - verification that demonstrates the course meets or exceeds the appropriate WDE approved standards/guidelines pertaining to distance education course delivery methods. For online course, the WDE has endorsed the [“National Standards of Quality for Online Courses”](#) presented by the North American Council for Online Learning (NACOL). For all other methods of quality verification, please contact the WDE Distance Education Consultants

Submission: Please send all of the necessary files described above, with their attachments, electronically to the WDE Distance Education Consultants using the title of the course in the subject line

Other Forms

Wyoming school districts are required to complete a Distance Learning Plan (DLP) for every distance education student. The DLP documents each DE course taken by the student, how many Milestones are presented in each course, how instructional support is to be provided to the student, and how the student’s progress will be monitored and reported. Program providers may provide a sample Distance Learning Plan to be posted to the Wyoming Switchboard Network (WSN) website.

As necessary, a Memorandum of Understanding (MOU) acts as the contract between the DE program provider and the resident districts receiving distance education. Program providers may provide a Memorandum of Understanding to be posted to the Wyoming Switchboard Network (WSN) website.

Specific requirements of these forms are outlined in both the Resident District Handbook and Chapter 41 Rules: <http://www.wyomingswitchboard.net/Policy/Documents.aspx>