

## Step-by-Step Instructions on Submitting Exemption Requests

At least one person in each district has rights to upload files and/or documents to the Wyoming Transcript Center. In most districts, this person is the WISE Coordinator. Please check in your district to determine who has the appropriate rights. Once logged in to the Wyoming Transcript Center, you should see this screen:

Items Requiring Attention

- Inbound Requests: 0
- Inbound Records/Transcripts: 0
- Inbound Documents: 0
- Rejected Outbound Requests: 0
- Rejected Outbound Records/Transcripts: 0

Refresh

Top 10 Record/Transcript Sources

Institution	%	Total
ST JOSEPHS CHILDRENS HOME, TORRINGTON, WY	100	1

Send Records/Transcripts

- Send one record/transcript
- Send multiple records/transcripts
- View pending outbound records/transcripts (0)
- View completed transactions

Manage Records/Transcripts

- Manage uploaded records/transcripts
- Manage received records/transcripts

Requests

- Request a record/transcript
- View pending outbound requests (0)

Documents

- Send documents
- View pending outbound documents (0)
- Manage documents

Reporting

- Top 10 Record/Transcript Sources

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WISER INTO IS A FERPA COMPLIANT SOLUTION

To upload an exemption request for a student, first scan and save each request, including associated documentation, as a single .pdf file. Do not upload multiple .pdfs for a single request. Use the following naming convention when saving and submitting a request: districtname\_studentWISERID (e.g. Laramie1\_87654321.pdf). Then, log into the Transcript Center, and click on Send Documents. At the next screen, click on Upload, then Choose File, and Send to WDE Administration.

If your WISE Coordinator does not see the Documents section of the Transcript Center after logging in, s/he will need to contact Elizabeth Foster, Data Collection Specialist at the WDE, who can adjust roles in the Transcript Center ([Elizabeth.foster@wyo.gov](mailto:Elizabeth.foster@wyo.gov) or 307-777-7009).