



Wyoming Department of Education

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MEMORANDUM NO. 2014-009

TO: School District Superintendents
WISE Coordinators

FROM: Sean McInerney, Accountability Supervisor
Standards and Accountability Division

DATE: January 21, 2014

SUBJECT: WDE949 Ninth Grade Transcripts Error Reports (Missing Transcripts)

IMPORTANT AND TIME-SENSITIVE INFORMATION

The 2013 WDE949 – Ninth Grade Transcripts Collection has been processed by the Wyoming Department of Education (WDE) in accordance with the **Wyoming Accountability in Education Act W.S. 21-2-204 (c) (vi)**. For many schools in the state, 100 percent of the needed transcripts were submitted to the WDE. For some schools, however, some needed transcripts were not submitted.

For Wyoming School Accountability calculations, ninth grade transcripts are needed for all students who attended a school for a full academic year. Full academic school year status in this instance is defined as a student being *continuously enrolled in a school from October 1, 2012, until up to 10 days prior to the last day of the 2012-13 school year*. The list of students meeting full academic school year status for each school was generated using the WDE684 collection data from October 1, 2012, and the end of the 2013 school year.

Each district has until **January 31, 2014**, to login to Fusion to view the error report (missing transcripts) for their ninth Grade Transcript submission. The error report is a list of students for whom a ninth grade transcript meets the criteria for full academic school year status described above but has not been submitted. For those districts that submitted 100 percent of the needed transcripts, the report will be blank.

Under the Wyoming School Accountability Model, full academic year student transcripts not submitted by January 31 will be considered as students who did not earn one fourth of the credits needed for high school graduation while in ninth grade. In other words, missing transcripts will negatively affect the school score on the ninth grade credit readiness indicator.

The WDE949 ninth Grade Transcripts error reports can be found by logging into the Fusion website, <http://fusion.edu.wyoming.gov>. Click on the blue *Data Reporting* link at the top of the page. On the left side of the following page click on the *Accountability Confidential* link. The report is called *Ninth Grade Missing Transcripts*. Users must be assigned either the WISE Coordinator or Wyoming Transcript Center User role in order to see the links to the report. If you are unable to see the links, contact your district Fusion Administrator and have the appropriate role assigned to your user account. If you do not know who your district Fusion Administrator is, click the *Find Fusion Administrator* link located at the top of the page.

The window for submitting the missing transcripts for students on the error report list is **January 21 through January 31**. The transcripts must be submitted through the Wyoming Transcript Center using the WDE949 collection process. For specific transcript submission details see the WDE949 Guidebook available in the Data Collection Suite located at <http://edu.wyoming.gov/DataInformationAndReporting/DataCollectionSuite.aspx>.

For more information or questions pertaining to the error reports or accountability measures, contact Sean McInerney at sean.mcinerney@wyo.gov or 307-777-8752. For questions pertaining to transcript submissions, contact Lori Kimbrough at lori.kimbrough@wyo.gov or 307-777-8979.

SM:dr