
MEMORANDUM No. 2014-051

TO: School District Superintendents
WISE Coordinators

FROM: Sean McInerney, Accountability Supervisor
Standards and Accountability Division

DATE: April 21, 2014

SUBJECT: 2012-13 WDE950 Graduating Student Transcripts Reports

WDE950 CONFIDENTIAL STUDENT LEVEL REPORTS AVAILABLE FOR REVIEW

WDE950 impacts school accountability scoring

CHEYENNE - The 2013 WDE950 – Graduating Student 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)(iv) and Hathaway Scholarship reporting requirements per W.S. 21-16-1308 (c)(vi-viii).

Confidential student level reports are available for school districts to review and correct as needed from today through Friday, May 9, 2014. After May 9, the student level data will be considered verified as accurate by each district and will be used to calculate the school level Hathaway Scholarship college readiness indicator for each school.

Each district has until May 9, 2014 to login to Fusion to view the confidential student level reports and submit missing or updated transcripts through the Wyoming Transcript Center. The reports include all students counted as 2012-13 graduates, each student's unweighted grade point average (GPA), and the highest ACT Composite Score reported by the district or a WorkKeys Total/Composite score. If a GPA is not reported, it means a transcript was not submitted for the student. If an ACT or WorkKeys score is not reported, but a GPA is present, it means no ACT

Composite Score or WorkKeys Total/Composite scores could be located on the transcript.

Transcripts are required for all Wyoming students to be used in school accountability calculations and Hathaway Scholarship legislative reports. This includes students who were counted as 2012-13 graduates when graduation rates were recently computed. Additionally, an unweighted GPA, the student's highest ACT Composite Score or WorkKeys Total/Composite score is required for each transcript to calculate the school level Hathaway Scholarship college readiness indicator.

For many schools in the state, 100 percent of the needed transcripts complete with test scores were submitted to the WDE. For some schools, however, some needed transcripts were not submitted or transcripts did not include an ACT Composite Score or WorkKeys Total/Composite score.

Under the Wyoming School Accountability Model, students without transcripts or without the needed ACT or WorkKeys score will be considered as students who did not complete the eligibility requirements for any level of the Hathaway Scholarship. In other words, missing transcripts or transcripts without an ACT or WorkKeys score, will negatively affect the school level score on the Hathaway Scholarship college readiness indicator. Districts have until May 9 to submit updated or missing transcripts through the Wyoming Transcript Center. The ACT or WorkKeys score obtained from the state administered test date or a higher score obtained by the student at another time may be reported. The highest composite score will be used for school accountability.

The WDE950 2013 Graduating Student Transcripts 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 2012-13 Graduating Student 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 missing or updated transcripts for students on the reports is April 21 through May 9. The transcripts must be submitted through the Wyoming Transcript Center using the WDE950 collection process. The 2012-13 Graduating Student Transcripts reports on Fusion will be refreshed within three business days of the transcripts being sent to the WYOMING DEPT OF EDUCATION – HATHAWAY UNIT in the Wyoming Transcript Center. For specific transcript submission details, see the WDE950 Guidebook available in the Data Collection Suite located at <http://edu.wyoming.gov/dcs/default.html>.

Action Steps

Who, What, When

WISE Coordinators, Superintendents or any staff responsible for the WDE950 - Log into Fusion and check the 2012-13 Graduating Student Transcripts report to see that each student has a transcript (GPA present) and either an ACT or WorkKeys score. The yellow highlighted areas indicate student files that require attention. If there are no yellow highlights in the report, no further action is required and the report will be considered verified as accurate unless we hear otherwise from you. All missing or updated transcripts must be submitted by **May 9, 2014**.

WISE Coordinators, Superintendents or any staff responsible for the WDE950 - If “**Grade Point Avg**” is highlighted yellow for a student(s); submit the missing transcript(s) through the Wyoming Transcript Center including each relevant file for the student(s): Student File, Student Courses File and Student Test File with at least ACT or WorkKeys test results **April 21 - May 9, 2014**.

WISE Coordinators, Superintendents or any staff responsible for the WDE950 - If the “**Best ACT Composite Score**” is highlighted yellow for a student(s), it means that no ACT or WorkKeys score could be located on the student transcript. If no ACT or WorkKeys score is available for the student(s), no other action is required.

If an ACT or WorkKeys score is available for the student(s), submit the updated transcript through the Wyoming Transcript Center including each relevant file for the student(s): Student File, Student Courses File and Student Test File with at least ACT or WorkKeys test results. **April 21 - May 9, 2014**

For more information or questions pertaining to the 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.