



Wyoming Department of Education

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MEMORANDUM NO. 2009-016

TO: District Superintendents
High School Principals
Vocational Coordinators

FROM: Tom Martin, CTE Section Supervisor
Technology, Careers and Data Unit 

DATE: January 29, 2009

SUBJECT: WDE 337 Workshop, CTE Course Sequence and Program Approval
Process for 2009-2010

IMPORTANT – WDE 337 WORKSHOP NOTICE AND INFORMATION ABOUT FORM CHANGES FOR 2009-2010

A one-hour workshop will be conducted by WDE for school district personnel responsible for completion of the revised WDE 337 form for the 2009-2010 school year.

WHEN: February 10, 2009 from 10:00 a.m. to 10:55 a.m.

WHERE: Wyoming Equality Network

Your district WEN coordinator has already been informed about the workshop date and time. We encourage all district staff involved in the WDE 337 process to attend this workshop. Please contact your local WEN Coordinator to sign up your site.

The updated and pre-populated WDE 337 forms will be received by school Principals and Vocational Coordinators by NOON on February 13, 2009.

The **deadline** for the WDE 337 form submittal to WDE is **April 3, 2009**. Late submittals will not be accepted or approved for this or any future collection.

A key aspect of our WDE 337 training this year is the voluntary incorporation of our new standardized course title and ID system for CTE courses. Please direct any questions or concerns to Tom Martin at 777-6215. We look forward to seeing you on February 10, 2009 at 10:00 a.m.