



Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne WY 82002-0050

Phone: 307-777-7675 Fax: 307-777-6234 Website: edu.wyoming.gov

MEMORANDUM NO. 2012-044

TO: School District Superintendents
Business Managers
WISE Coordinators
Assessment Coordinators

FROM: Drew Dilly, Chief Information Officer
Information Management Division Director

DATE: March 5, 2012

SUBJECT: 2010-11 Graduation Rate Data Verification Process

IMPORTANT AND TIME SENSITIVE

The Wyoming Department of Education (WDE) will be providing districts their 2010-11 graduation rates for review on March 9, 2012. Districts will be given until March 23, 2012, to review this data for accuracy. An acceptance letter will also be sent out with this data and must be completed and a scan emailed to leslie.zimmerschied@wyo.gov (or faxed to the WDE at 307-777-6234, Attn: Leslie Zimmerschied) no later than March 23, 2012. A hard copy of this acceptance letter with original signatures must also be mailed to the WDE, Attn: Leslie Zimmerschied, 2300 Capitol Avenue, 2nd Floor, Cheyenne WY 82002, and received no later than March 30, 2012. A sample copy of the acceptance letter is attached.

Data will be securely provided to school district superintendents, business managers, WISE coordinators and assessment coordinators via password protected email. The data files will include total graduation rates and a student level data file for your district.

If you have any questions about this process, please contact Leslie Zimmerschied at 307-777-8751 or leslie.zimmerschied@wyo.gov.

DD:lz

Attachment



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MEMORANDUM

TO: Sample Superintendent

FROM: Drew Dilly, Chief Information Officer
Information Management Division Director

DATE: March 9, 2012

SUBJECT: 2010-11 Graduation Rate Data Verification Process

The following Graduation Rate has been calculated by the Wyoming Department of Education (WDE) Information Management Division. These rates are based upon data submitted through the WDE684 Teacher/Course/Student Data Collection.

District Graduation Rate **XX.XX** %

Please indicate your agreement or disagreement with the information contained above by placing a check mark in the appropriate space below. In either case, we ask that the District Superintendent sign in the space provided and return a scanned copy of this memorandum via email to leslie.zimmerschied@wyo.gov (or faxed to the WDE at 307-777-6234, Attn: Leslie Zimmerschied) no later than the end of business **March 23, 2012**. A hard copy with original signatures also needs to be mailed to the Wyoming Department of Education, Attn: Leslie Zimmerschied, 2300 Capital Ave, Cheyenne WY, 82002, and must be received no later than **March 30, 2012**.

I agree with the information provided to me

I disagree with the information provided to me

Please initial the following:

I understand that the WDE will use these rates for reasons including, but not limited to, funding, accountability, and public reporting.

If you disagree, please forward any objections, exceptions, and relevant documentation to the WDE at your earliest convenience, but no later than **March 23, 2012**. The Information Management Division staff will review any disagreements on a case-by-case basis and render a decision as soon as possible after that date so any modification can be completed before March 30, 2012.

If you have any questions, or need further explanation, please contact Leslie Zimmerschied at 307-777-8751 or leslie.zimmerschied@wyo.gov. Thank you for your prompt response to this request.

District Superintendent

Date