



# Wyoming Department of Education

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## MEMORANDUM NO. 2012-098

**TO:** School District Superintendents  
WISE Coordinators

**FROM:** Lori Kimbrough, Hathaway Scholarship Consultant  
Standards, Learning and Accountability Division

**DATE:** June 4, 2012

**SUBJECT:** 2012 WDE950 – Wyoming Transcript Collection

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### IMPORTANT INFORMATION

#### **The Wyoming Department of Education (WDE) announces the 2012 WDE950 – Wyoming Transcript Collection (WTC).**

This memorandum provides details on the upcoming collection, as well as contact information.

#### **Information on the WDE950 Collection**

##### **What is the WDE950 data collection?**

Data extractions from the districts' local Student Information System (SIS) will be uploaded via a Secure File Transfer Protocol (SFTP) site to the National Transcript Center (NTC). The NTC will load them back to the respective district's WTC account for review. After review, the district will submit WDE950 data to the Department. The authorities that allow the WDE to collect data for the WDE950 collection are in the Hathaway Scholarship Program Statutes: W.S. 21-16-1308 (vii) and (viii).

##### **What is the purpose of the WDE950 data?**

Data will be used to establish the relationships between a student's high school grades and courses taken and postsecondary performance.

##### **What training will be provided?**

A comprehensive video tutorial will be available on the WDE website by June 1<sup>st</sup>. Video tutorials on the use of the Wyoming Transcript Center are currently available on the WDE website:

<http://www.edu.wyoming.gov/DataInformationAndReporting/DataCollectionSuite.aspx>.

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**When is the collection window?**

The data collection window is from June 1, 2012, through July 31, 2012.

**Where are the collection documents posted?**

The current data elements and guidebook are available on the WISE Data System website at

<http://www.edu.wyoming.gov/DataInformationAndReporting/DataCollectionSuite.aspx> .

**Whom do I contact for more information?**

If you have any questions regarding the content or navigation in the WTC, please contact Lori Kimbrough at [lori.kimbrough@wyo.gov](mailto:lori.kimbrough@wyo.gov) or 307-777-8979.

If you have any questions about the Data Uploads or need Filezilla support, please contact the Transcript Center Support team at [support@transcriptcenter.com](mailto:support@transcriptcenter.com) or 877-790-1261.