



# Wyoming Department of Education

Jim Rose, Interim Director

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## MEMORANDUM NO. 2013-011

**TO:** School District Superintendents  
Business Managers  
School Principals

**FROM:** Jim Rose, Ed.D, Interim Director  
Wyoming Department of Education

**DATE:** February 11, 2013

**SUBJECT:** Student to Teacher ratio, timeline and waiver process

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### STUDENT TO TEACHER RATIO, TIMELINE AND WAIVER PROCESS

Pursuant to [WS §21-13-307](#), 16-to-1 class size ratio calculations will be provided to districts confidentially on or before March 1, 2013. This will be the official notice whether your district met or did not meet the 16-to-1 ratio for kindergarten through grade three classes in the 2012-13 school year.

The WDE will ask that all districts acknowledge the receipt of their class size ratio data through an online verification in the Wyoming Department of Education Fusion portal. Information regarding this process will be provided with the class size calculation data.

If your district did not meet the 16-to-1 ratio, a waiver request with supporting information and reasons for the waiver must be submitted to Director Jim Rose no later than March 15. This waiver letter will need to include:

- The facts as to why the district did not meet the 16-to-1 ratio
- Documentation that addresses current efforts to meet the 16-to-1 ratio
- A well articulated plan to meet the 16-to-1 ratio in subsequent years

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The WDE will notify districts of the acceptance or denial of the waiver request no later than April 10, 2013. An approved waiver shall be effective for the school year following the application and approval.

**Information related to the Student to Teacher Ratio is posted on the WDE website at:**

**[http://edu.wyoming.gov/DataInformationAndReporting/16\\_1\\_Waiver\\_K\\_3\\_Student\\_Teacher\\_Ratio.aspx](http://edu.wyoming.gov/DataInformationAndReporting/16_1_Waiver_K_3_Student_Teacher_Ratio.aspx)**

**If you have questions about the 16 to 1 waiver process, please contact Julie Magee at [julie.magee@wyo.gov](mailto:julie.magee@wyo.gov) or 307-777-8740.**