



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 | edu.wyoming.gov

MEMORANDUM NO. 2014-139

TO: District Superintendents
School Principals

FROM: Julie Magee, Director
Standards & Accountability Division

DATE: November 6, 2014

SUBJECT: WAEA Request for Review Process

WAEA REQUEST FOR REVIEW PROCESS

Time Sensitive: Requests due Dec. 8, 2014

CHEYENNE - The Wyoming Department of Education (WDE) is facilitating the process for schools that wish to seek an informal review of their overall school performance rating, or other performance determination, pursuant to W.S. 21-2-204(d)(i-v).

The attached review form provides directions for completing this process and may be filled out electronically, and is available [here](#). The WAEA implementation guide is available [here](#).

All requests must be submitted to Sean McInerney at the WDE by December 8, 2014. Districts may submit this form and all supporting documentation via email, fax, U.S. mail, or hand delivery. Contact information for Sean McInerney is provided on the form.

Questions about the review process should be emailed to Julie Magee at julie.magee@wyo.gov.

Attached: WAEA Request for Review Form

WAEA School Performance Level Determination - School Request for Review

(for 2013-2014)

Standards and Accountability Division
Wyoming Department of Education
2300 Capitol Avenue
Cheyenne, WY 82002-0050
Contact: Sean McInerney, 307.777.8752
sean.mcinerney@wyo.gov
Fax: 307.777.6234

Created: October 2014
Due: December 8, 2014

District Name: _____

School Name: _____

Contact Phone: _____

Contact Name: _____

Contact E-mail: _____

School Performance Level: _____

1. Select the Target Level for the indicator(s) relevant to the request for review.
2. Explain the basis for this review request.
3. For each indicator being reviewed, provide supporting documentation as explained in the "School Performance Rating Model for 2014" implementation handbook for each statistical error or substantive reason that constitutes the basis of the review.

Indicator Relevant to Review Request	1. Indicator Target Level	2. Review Request Basis (Provide reason for request and submit any supporting documentation with this form)
Achievement		
Equity		
Growth		
Readiness		
Other		

4. Please indicate whether, given the opportunity, you would provide other evidence such as testimony or expert opinions in support of your request. (The State Board of Education has not yet determined if and how such evidence will be gathered.) ___Y ___N
5. When complete mail, fax, email, or hand deliver this signed document with all supporting documentation to: Sean McInerney, Supervisor for College Readiness and Accountability, Wyoming Department of Education, 2300 Capitol Avenue, Hathaway Building, 2nd Floor, Cheyenne WY 82002-2060.

School Principal Signature

To the best of my knowledge and ability, I affirm that all submitted documents are accurate and that a copy for this request was provided on this date to my superintendent.

Principal's Signature: _____

Date: _____

Pursuant to W.S. 21-2-204(d), any school through its school district may seek an informal review of any overall school performance rating or other performance determination. The steps for this review process are included below.

Who?	What?	By When?
a. School District	District submits this form and any supporting documentation to the Wyoming Department of Education (refer to step 4 on this form).	Postmarked by December 8, 2014
b. Review Committee (PJP)	PJP reviews request and all supporting documentation and issues decision.	Districts notified no later than 60 days after receipt of review request
c. School District	District may request additional review by State Board of Education. District must submit this form, any supporting documentation, the panel's decision, and basis for request to the Wyoming Department of Education.	Postmarked no later than 30 days after decision issued by PJP
d. State Board of Education	State Board of Education makes final determination and issues decision.	Districts notified of final determination no later than 60 days after receipt of review request