



**WYOMING**  
DEPARTMENT OF EDUCATION



**Jillian Balow**

Superintendent of Public Instruction



**Cheyenne Office**

Hathaway Building, 2nd Floor  
2300 Capitol Avenue  
Cheyenne, WY 82002-0050  
Phone: (307) 777-7675  
Fax: (307) 777-6234

**Casper Office**

539 S. Payne  
Casper, WY 82609  
Phone: (307) 577-4686  
Fax: (307) 577-6785

**Riverton Office**

320 West Main  
Riverton, WY 82501  
Phone: (307) 857-9253  
Fax: (307) 857-9257

**On the Web**

edu.wyoming.gov  
www.wyomingmeasuresup.com

## MEMORANDUM NO. 2015-001

**TO:** School District Superintendents  
High School Principals  
Business Managers  
WISE Coordinators  
Assessment Coordinators  
Curriculum Coordinators

**FROM:** Dianne Bailey, Chief Financial Officer  
Finance and Data Division Director

**DATE:** January 05, 2015

**SUBJECT:** 2013-14 Student Level Graduation Data Verification Process

# CONFIDENTIAL REVIEW OF GRADUATION DATA

*Important and Time Sensitive: Begins Jan. 5, ends Jan. 23*

**CHEYENNE** - The Wyoming Department of Education (WDE) will provide districts their 2013-14 student level graduation data for confidential review on Monday, January 5th, 2014. Districts will have until Friday, January 23rd, 2015, to review this data for accuracy.

Data will be securely provided to district personnel via the Wyoming Education Fusion Portal. The reports will be posted to the [State Accountability Confidential](#) module of the Data Reporting module.

To navigate to the reports, go to the Wyoming Education Fusion Portal homepage at <http://fusion.edu.wyoming.gov> and sign in. Then, click on the Data Reporting icon at the top of the screen. Finally, click on the State Accountability Confidential link on the left.

At this time the department is only reporting student level graduation information. The report is called Graduation Results Student Level. Once reviewed, the student level data will be used to calculate graduation rates, as well as Wyoming State Accountability school performance ratings. It is imperative that this data is accurate. Some things to check for include: ensuring summer graduates have been reported with the appropriate exit code; out-of-state transfers have been fully documented and reported with the correct exit code; and graduation rate type (4 year/ 5 year/ 6 year) and graduation status (graduate/ non-graduate) are correct for all students.

For more detailed information regarding graduation rate calculations, see the attached FAQ document. Please remember that a WDE950 transcript must be submitted for all students reported as 2013-14 graduates.

State Accountability Confidential is a secured site, and only authorized users will be able to access the reports. Authorized users are Superintendents, High School Principals, High School Assistant Principals, Business Managers, WISE Coordinators, Assessment Coordinators, Curriculum Coordinators, and approved users with the “Assessment Confidential” role. Any questions about access to the module should be directed to your local Fusion Administrator. A short video with [instructions to reset Fusion passwords](#) is also available.

District Superintendents will need to log in using their Fusion credentials, and sign off on this data using the electronic acceptance letter no later than Friday, January 23rd, 2015. We ask that districts review their information and submit all requests for review no later than Friday, January 16th, to Leslie Zimmerschied at [leslie.zimmerschied@wyo.gov](mailto:leslie.zimmerschied@wyo.gov). The electronic acceptance letter is available here:

<https://portals.edu.wyoming.gov/Confirm/View/13-14GradRate>

Supporting documentation can be provided to the WDE, but must be sent using a secured method such as the Wyoming Transcript Center or sFTP. Do not include confidential or private student information in an email or fax.

Once data has been accepted, graduation rate calculations will be performed. At a later date, districts will be notified when the Wyoming Department of Education plans to release embargoed graduation rate results.

---

*If you have any questions about this process or your student level graduation information, please contact Leslie Zimmerschied at [leslie.zimmerschied@wyo.gov](mailto:leslie.zimmerschied@wyo.gov) or 307-777-8751.*



# Wyoming 2013-14 Cohort Graduation Rates

The purpose of this document is to provide information concerning the calculations and data sets used to determine graduation rates for public schools in Wyoming. The 2013-14 report contains the On-Time (4 year) Graduation Rate, the Extended-Year (5 year) Graduation Rate and the Extended-Year (6 year) Graduation Rate. **Calculations and information produced and reported by any other entity are not official and should not be used as an official source of information.**

Graduation rate is a key component of federal accountability provisions for states, districts, and schools. In October of 2008, the U.S. Department of Education (USDE) announced final regulations establishing a uniform and more accurate way of calculating high school graduation rates that will be comparable across states. The October 2008 announcement, "A Uniform, Comparable Graduation Rate<sup>1</sup>," provides a straightforward and detailed definition for use by all states.

## A Uniform and Accurate Definition of Graduation Rate: The Four-year Adjusted Cohort Graduation Rate

An accurate method of calculating graduation rates that is uniform across states is necessary to improve high school accountability. Requiring school officials to have written confirmation before removing a student from a cohort will improve the accuracy of graduation rate calculations. Written confirmation will also ensure that students who have dropped out of school are not counted as transfers and will consequently hold schools accountable for dropouts and others who do not graduate from high school with a regular diploma.

- The final regulations define the "four-year adjusted cohort graduation rate" as the number of students who graduate in four years with a regular high school diploma divided by the number of students who entered high school four years earlier (adjusting for transfers in and out, émigrés and deceased students—see below).
  - Students who graduate in four years include students who earn a regular high school diploma at the end of their fourth year; before the end of their fourth year; and, if a state chooses, during a summer session immediately following their fourth year.
  - To remove a student from a cohort, a school or district must confirm in writing that a student has transferred out, emigrated to another country, or is deceased.
  - For students who transfer out of a school, the written confirmation must be official and document that the student has enrolled in another school or in an educational program that culminates in a regular high school diploma.

<sup>1</sup> <http://www.ed.gov/policy/elsec/reg/proposal/uniform-grad-rate.html>

## Extended-Year Cohort Graduation Rate

The Extended-Year Cohort Graduation Rate counts students who do not complete high school within four years. The same formula is used in both the On-Time and Extended-Year Rates, except that the Extended-Year Rate measures the number of students who graduate within five (or six) years of entering ninth grade. The Wyoming Department of Education applauds every effort to give students options and help them succeed. Many successful students take more than four years to graduate.

- Extended-Year (5 Year) Graduation Rates will be published in early 2015 for the cohort of students who began ninth grade in fall 2009 (class of 2013).

- Extended-Year (6 Year) Graduation Rates will be published in early 2015 for the cohort of students who began ninth grade in fall 2008 (class of 2012).

**Graduation Rates are calculated for the following student subgroups:**

---

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• All Students</li> <li>• English Language Learners (ELL)</li> <li>• Female Gender</li> <li>• Male Gender</li> <li>• Homeless Students</li> <li>• IEP Students</li> <li>• Students eligible for Free or Reduced Lunch</li> </ul> | <ul style="list-style-type: none"> <li>• Migrant Students</li> <li>• Race/Ethnicity - American Indian</li> <li>• Race/Ethnicity – Asian</li> <li>• Race/Ethnicity – Black</li> <li>• Race/Ethnicity – Hispanic</li> <li>• Race/Ethnicity – Pacific Islander</li> <li>• Race/Ethnicity – Two or More Races</li> <li>• Race/Ethnicity – White</li> </ul> |
|---|--|

**Graduation rates are reported to the following:**

---

- Adequate Yearly Progress for state, district and school reports
- United States Department of Education Consolidated State Performance Report (CSPR)
- National Center for Education Statistics (NCES) State Profiles
- Independent Researchers
- Wyoming Accountability in Education Act (WAEA) School Performance Reports

**Frequently Asked Questions**

---

**What is a Cohort?**

---

A group of students who start high school together. This group is tracked in the State Longitudinal Data System over their entire high school career. The Wyoming State On-Time Graduation Rate is a four year cohort beginning with ninth grade students, tracking them until the end of the twelfth grade. The Extended-Year Graduation Rate is a five year cohort beginning with ninth grade students, tracking them until one year after twelfth grade.

**How is the On-time graduation year determined?**

---

The student's expected on-time (4 year) high school graduation year based on the year and grade in which the student first attended a high school grade in a Wyoming public school. For instance, a student first attending a Wyoming public school as a 9th grader in 2006-07 has an expected on-time graduation year of 2009-10 (9th grade, 2006-07; 10th grade 2007-08; 11th grade 2008-09; 12th grade and graduate 2009-10). A student first attending a Wyoming public school as a 12th grader in 2009-10 would then also have an expected graduation year of 2009-10. All students in this file have an expected on-time graduation year of 2009-10. Students graduating early in 2009-10 will be used in future years graduation rates (2010-11 for example) so are not included, nor are students that graduated in 2009-10 but are not on-time graduates. All on-time status decisions are based on data submitted by Wyoming public school districts.

**What are Exit Codes?**

---

These are codes used by schools to determine the reason a student leaves the school system for any reason. Full explanations of each Exit Code can be found beginning on page 40 in the [WDE684 Guidebook](#). A brief listing of each code is found at the end of this document, in Appendix A.

**How do you define “Graduate”?**

---

Students who graduate with a Wyoming "regular high school diploma" as defined through [Wyoming Statute and Rules and Regulations, Ch. 31 - Graduation Requirements](#) are considered Graduates.

### What is a WISER ID?

---

The Wyoming Integrated Statewide Education (WISE) Student Record ID (WISER ID) is a unique, yet non-personally identifiable, statewide student identifier that connects a student's data across districts and institutions. Deployment of the WISER ID System began at the start of the 2005-06 school year. This procedure of uniquely identifying student records fulfilled the requirements of No Child Left Behind (NCLB) by enabling the tracking of students across districts.

### Who is excluded from the calculations?

---

Only a student who transfers out and enrolls in another school or in an educational program that culminates in the award of a regular high school diploma, emigrates to another country, or dies may be removed from a high school's or district's cohort. Before removing a student from a cohort, a school or district must obtain confirmation in writing that the student transferred out, emigrated, or is deceased. No other students may be removed from the cohort. Thus, schools and districts must ensure that a student who drops out of high school is not deemed a transfer for purposes of calculating graduation rate; rather, the student must remain in the adjusted cohort—that is, the denominator of the graduation rate calculation.

### How are early graduates reported?

---

Students who graduate earlier than their cohort should be reported with an exit date reflecting the actual date the diploma was granted. These students will be counted as on-time graduates with their cohort.

### How Are GED Students Counted?

---

Per federal guidance, for the purposes of the On-Time (4 year) Graduation Rate, GED recipients are considered non-graduates.

### How are "other" completers counted?

---

Federal guidance mandates that only regular high-school diploma recipients be identified as having graduated for purposes of calculating graduation rates.

### How do you count students who graduate after more than 4 years?

---

Any student not graduating in 4 years but earning a diploma in more than 4 years will be included in the Extended-Year Cohort (5 year and/or 6 year) graduation rates, as timing dictates. Per federal guidance, for the On-Time (4 year) Graduation Rate, these students are considered non-graduates.

### If a student re-enrolls in a public high school after having dropped out of school for a period of time, how may a school count that student in the four-year graduation rate?

---

The adjusted cohort graduation rate requires the WDE to have in place an accurate student record system that can track the progress of individual students over time. This system must record when a student has dropped out of school (and may not count him or her as a student who has transferred out). If, for example, a student who was a first-time 9th grader in 2008-2009 drops out in 2009-2010 after tenth grade, and then re-enrolls in high school in 2011-2012, that student may be deemed to have transferred into the receiving school and should be assigned to the cohort in which the student was a member when he or she started 9th grade for the first time (2008-2009). Unless the student skipped a grade later in high school or caught up with the original cohort in some other manner, that student could not graduate within four years of starting 9th grade, and therefore would count as a non-graduate in the four-year graduation rate.

### Where are the rates published?

---

Several different reports are available to access historical graduation counts and rates on the WDE website:

<http://edu.wyoming.gov/data/graduation-rates/>

The WDE Statistical Report Series contains graduate and dropout data, specifically in Statistical Report Series No. 3: <https://portals.edu.wyoming.gov/Reports/Public/wde-reports-2012/finance/stat-3>.

The federal government has published state by state graduation rate information on their website: <http://www.ed.gov/news/press-releases/states-report-new-high-school-graduation-rates-using-more-accurate-common-measur>

---

## Contact Information

---

**WDE Data Collection and Quality Supervisor:** Susan Williams

[susan.williams@wyo.gov](mailto:susan.williams@wyo.gov)

307-777-6252

**WDE Senior Statistician:** Vince Meyer

[vince.meyer@wyo.gov](mailto:vince.meyer@wyo.gov)

307-777-6232

**WDE Data Governance Coordinator:** Leslie Zimmerschied

[leslie.zimmerschied@wyo.gov](mailto:leslie.zimmerschied@wyo.gov)

307-777-8751

**WDE Supervisor of Accountability:** Sean McInerney

[sean.mcinerney@wyo.gov](mailto:sean.mcinerney@wyo.gov)

307-777-8752

**Appendix A**

Last Reported Exit Type Code	Last Reported Exit Type	Graduation Status Determination for Students with an Expected On-Time (4 year) Graduation
108	Graduated with a Wyoming "regular high school diploma" AND completed district defined college-bound course of study	"Graduate" (in most cases). If the student is reported as having graduated on or prior to 9/15 (exit date) the student is a "Graduate", except in the rare cases where a subsequent enrollment record was submitted, or an updated graduation record indicating the student did not graduate until after 9/15 was submitted, in which cases the student is a "Non-Graduate" for purposes of calculating the On-Time Graduation Rate
124	Graduated with a Wyoming "regular high school diploma" BUT WITHOUT having completed the district defined college-bound course of study	See Exit Type 108 above
blank	Actively enrolled student	"Non-Graduate". A student last reported as actively enrolled (with no further records submitted by the end of the school year) is a "Non-Graduate" at the reporting district and school
132	Completed school and received an "other" credential (other than a "regular high school diploma")	"Non-Graduate". Federal guidance mandates that only regular high-school diploma recipients be identified as having graduated for purposes of calculating graduation rates. Any student not graduating in 4 years but earning a diploma in more than 4 years will be included in the 5yr and/or 6yr graduation rates, as timing dictates
140	Dropped out, status unknown, or transfer not fully documented per federal requirements	"Non-Graduate", per federal guidance.
159	Discontinued schooling to participate in a GED or other education or training program that does not grant a "regular high school diploma"	"Non-Graduate", per federal guidance.



167	Expelled or involuntarily withdrawn without continuation of educational services	"Non-Graduate", per federal guidance.
175	Reached maximum age for services	"Non-Graduate", per federal guidance.
248	Enrolled in a foreign exchange program; student expected to return	"Non-Graduate". A student last reported as having enrolled in a foreign exchange program (with no further records submitted by the end of the 2009-10 school year) is a "Non-Graduate" at the reporting district and school
310	Attendance through end-of-year; grade level advanced	"Non-Graduate". A student last reported as having attended through the end of the year and not graduating by 9/15 is a "Non-Graduate" at the reporting district and school for their cohort because they did not graduate on-time. Other than the graduation exception, any transfer or exiting event taking place on or after 7/1 is an exiting event, and does not change the accountability district and school for the school year.
329	Attendance through end-of-year; retained in grade level	"Non-Graduate". Last reported exit status, see above discussion under exit type 310
345	Transferred mid-year to a different public school in the same Wyoming district	"Non-Graduate". Last reported exit status, see above discussion under exit type 310
361	Transferred to a public school in a different Wyoming district	"Non-Graduate". Last reported exit status. No subsequent enrollment record submitted by any Wyoming district following this exit event by 6/30. Also see above discussion under exit type 310. NOTE: If your district has a transfer request from another Wyoming public district and believe that the student was subsequently enrolled in another Wyoming district prior to 6/30, please contact the WDE and we will facilitate a decision process between the two districts involved.
All other types	Out of Wyoming public education transfers, emigration, or death	Excluded from graduation rate calculations. This student record not included in files as district has absolved responsibility for the student.