



WYOMING
DEPARTMENT OF EDUCATION



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Superintendent of Public Instruction



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edu.wyoming.gov
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MEMORANDUM NO. 2015-025

TO: District Superintendents
Business Managers
School Principals
WISE Coordinators

FROM: Julie Magee, Administrator, Standards & Accountability Division

DATE: March 2, 2015

SUBJECT: 16:1 Student-Teacher Ratio Waiver Process

TIME SENSITIVE

16:1 STUDENT-TEACHER RATIO WAIVER PROCESS

Pursuant to W.S. 21-13-307, sixteen-to-one class size ratio calculations have been provided to districts confidentially on the Wyoming Education Fusion portal website today, March 2, 2015. This is official notice whether your district met or did not meet the 16-to-1 ratio for kindergarten through grade three classes in the 2014-15 school year.

To locate the reports users must log into Fusion and click the “Data Reporting” icon. Then click the “State Accountability Confidential” link on the left. Users must have one of the following Fusion roles: Superintendent, Assessment Confidential, Principal, Assistant Principal, Business Manager, Accountability Coordinator, or WISE Coordinator. A video with instructions to retrieve and reset Fusion passwords is available here:

<https://portals.edu.wyoming.gov/DCS/Content/Docs/Videos/RetrieveandResetPassword.mp4>.

Any questions about Fusion access should be directed to your local Fusion Administrator.

The WDE asks that all districts acknowledge the receipt of their class size ratio data through an online verification in the Wyoming Department of Education Fusion portal. The form is available at this link: <https://portals.edu.wyoming.gov/Confirm/View/STR2014>.

A waiver for the 16-to-1 requirement may be granted if at least one of the following conditions is met (continued on page two):

- Insufficient school facility capacity; or,
- Positive school performance; or,
- Positive student achievement; or,
- Other reasons related to the delivery of the education program to students

If your district did not meet the 16-to-1 ratio, a waiver request with supporting information and reasons for the waiver must be postmarked to Julie Magee no later than **March 13, 2015**. 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

The WDE will notify districts of the acceptance or denial of the waiver request no later than April 10, 2015. 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/data/161-waiver>.

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

JM:dr