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**MEMORANDUM NO. 2015-034**

**TO:** School District Superintendents  
WISE Coordinators

**FROM:** Sean McInerney, Accountability Supervisor  
Accountability Division

**DATE:** March 23, 2015

**SUBJECT:** 2013-14 WDE950 Graduating Student Transcripts Reports

**TIME SENSITIVE: WDE950 Confidential Student Reports Available for Review**

## 2013-14 WDE950 GRADUATING STUDENT TRANSCRIPTS REPORTS

### WDE950 Impacts School Accountability Scoring

The 2014 WDE950 Graduating Student Transcripts collection has been processed by the Wyoming Department of Education (WDE) in accordance with the Wyoming Accountability in Education Act W.S. 21-2-204 (c)(iv) and Hathaway Scholarship reporting requirements per W.S. 21-16-1308 (c)(vi-viii).

Confidential student level reports are available for school districts to review and correct as needed from today, March 23, 2015 through April 10, 2015. After April 10, 2015, the student level data will be considered verified as accurate by each district, and will be used to calculate the school level Hathaway Scholarship college readiness indicator for each school.

Each district has until April 10, 2015 to log in to Fusion to view the confidential student level reports, and submit missing or updated transcripts through the Wyoming Transcript Center. The reports include all students counted as 2013-14 graduates. The following fields will be used to compute Hathaway eligibility scores for the purpose of WAEA accountability:

- **Non-weighted GPA:** Students without a non-weighted GPA will be considered ineligible.
- **Success Curriculum Level:** Derived from *successCurriculumLevel* (See p. 10 in WDE950 Guidebook).

- **Best ACT Composite:** Best ACT Composite score submitted on transcript.
- **ACT Census Composite:** ACT Composite score from WDE Census Administration date.
- **Best WorkKeys Total Score:** Best WorkKeys Total score submitted on transcript.
- **No Test Result:** 'T' means district indication on transcript there is no ACT or WorkKeys score for this student (These students will be considered “Not Eligible”).
- **Exclude Test Requirement:** Students who were not present in Wyoming on the ACT Census test date. If the student does not have test score on their transcript, the eligibility level for WAEA will be based on success curriculum level and grade point average only.

Transcripts are required for all Wyoming students to be used in school accountability calculations and Hathaway Scholarship legislative reports. This includes students who were counted as 2013-14 graduates when graduation rates were recently computed. In addition, an unweighted GPA, the student’s highest ACT Composite Score or WorkKeys Total/Composite score, and the Hathaway success curriculum level is required for each transcript to calculate the school level WAEA readiness indicator.

For many schools in the state, 100 percent of the needed transcripts complete with required information were submitted to the WDE. For some schools, however, some needed transcripts were not submitted, or transcripts did not include all need information.

Under the Wyoming School Accountability Model (WAEA), students without transcripts or without the needed information will be considered as students who did not complete the eligibility requirements for any level of the Hathaway Scholarship. This means that missing transcripts or transcripts missing information will negatively affect the school level score on the Hathaway Scholarship college readiness indicator. Districts have until April 10th to submit updated or missing transcripts through the Wyoming Transcript Center. The ACT or WorkKeys score obtained from the state administered test date or a higher score obtained by the student at another time may be reported. The score that gives the student the highest eligibility level will be used for school accountability.

The WDE950 2014 Graduating Student Transcripts reports can be found by logging into the Fusion website, available at <http://fusion.edu.wyoming.gov>. Click on the blue Data Reporting link at the top of the page. On the left side of the following page, click on the Accountability Confidential link. The report is called "2013-14 Graduating Student Transcripts". Users must be assigned either the WISE Coordinator or Wyoming Transcript Center User role in order to see the links to the report. If you are unable to see the links, contact your district Fusion Administrator and have the appropriate role assigned to your user account. If you do not know who your district Fusion Administrator is, click the Find Fusion Administrator link located at the top of the page.

The window for submitting missing or updated transcripts for students on the reports is March 23rd through April 10th. The transcripts must be submitted through the Wyoming Transcript Center using the WDE950 collection process. The 2013-14 Graduating Student Transcripts reports on Fusion will be refreshed within one business day of the transcripts being sent to the WYOMING DEPT OF EDUCATION – HATHAWAY UNIT in the Wyoming Transcript Center. For specific transcript submission details, see the WDE950 Guidebook available in the Data Collection Suite located at <http://edu.wyoming.gov/dcs/default.html>.

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*For more information or questions pertaining to the reports or accountability measures, contact Sean McInerney at [sean.mcinerney@wyo.gov](mailto:sean.mcinerney@wyo.gov) or 307-777-8752. For questions about transcript submissions, contact Liz Foster at [elizabeth.foster@wyo.gov](mailto:elizabeth.foster@wyo.gov) or 307-777-7009.*