



WYOMING
DEPARTMENT OF EDUCATION

*Creating Opportunities
for Students to Keep
Wyoming Strong*



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MEMORANDUM NO. 2015-064

TO: School District Superintendents
High School Principals
Technology Coordinators
WISE Coordinators
High School Counselors
Curriculum Coordinators

FROM: Bradley Barker III and Jennifer Peterson
Hathaway Scholarship Program Consultants

DATE: May 26, 2015

SUBJECT: Use of WTC for 2015 Graduating Student Transcripts

2015 GRADUATING STUDENT TRANSCRIPTS

The Wyoming Department of Education would like to encourage the use of the Wyoming Transcript Center (WTC) and the WTC validation tool to send this year's (2015) graduating student transcripts to Wyoming community colleges and the University of Wyoming. Wyoming community colleges and the University of Wyoming will be encouraged to use the WTC as the platform to receive student transcripts because this process will ensure complete and accurate information is received. In particular, the "Hathaway Success Curriculum completed" field is required for districts to submit within the WTC transcripts, and is utilized by post-secondary institutions to make Hathaway award determinations. The WTC provides a secure platform for transferring student data and is compliant with the Family Educational Rights and Privacy Act.

In addition, using the validation method (which is the same method used to collect the WDE950 information) and verifying the students' transcripts throughout the summer could potentially reduce the effort in or complete the next collection of the WDE950.

Please visit the link below for a description of the verification method used to create the transcripts.

<http://portals.edu.wyoming.gov/dcsdocs/WDE950Guidebook.pdf>

The process used mirrors the WDE950 collection, with the exception of the final step of sending the transcripts to the “WYOMING DEPT OF EDUCATION –HATHAWAY UNIT” WTC account. Once the transcripts are loaded into the WTC per the validation process, the transcripts will be available and standardized to send to any institution as needed. Upon the opening of the WDE950 collection in the fall of 2015, the transcripts may then be sent to the WDE’s account.

For questions or concerns, please contact Bradley Barker at bradley.barker@wyo.gov or (307) 777-6226; or Jennifer Peterson at jennifer.peterson@wyo.gov or (307) 777-6840.

For technical support, including the Wyoming Transcript Center, please contact Elizabeth Foster at elizabeth.foster@wyo.gov or (307) 777-7009.