



**WYOMING**  
DEPARTMENT OF EDUCATION

*Creating Opportunities  
for Students to Keep  
Wyoming Strong*

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[edu.wyoming.gov](http://edu.wyoming.gov)

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## MEMORANDUM NO. 2016-001

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

**FROM:** Susan Williams, Data Collection and Reporting Supervisor  
Information Management Division

**DATE:** January 4, 2016

**SUBJECT:** 2014-15 Graduation Rate Verification Process

### 2014-15 STUDENT LEVEL GRADUATION DATA VERIFICATION PROCESS **MUST BE COMPLETED BY JANUARY 22**

The Wyoming Department of Education (WDE) will provide districts their 2014-15 student level graduate and non-graduate records for confidential review on Monday, January 4, 2016. Districts will have until Friday, January 22, 2016 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. Click on the Data Reporting icon at the top of the screen, then click on the State Accountability Confidential link on the left.

At this time, the WDE 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 data is accurate.

Important items to verify for all students include:

- That summer graduates have been reported with the appropriate exit code;
- That out-of-state transfers have been fully documented and reported with the correct exit code;
- Graduation rate type (4 year/ 5 year/ 6 year); and
- Graduation status (graduate/ non-graduate).

For more detailed information regarding graduation rate calculations, see the attached FAQ. Don't forget that you must submit a WDE950 transcript for all students reported as 2014-15 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.

An electronic acceptance letter is provided here:

<https://portals.edu.wyoming.gov/Confirm/View/14-15GradRate>.

District superintendents will need to log in using their fusion credentials and sign off on data no later than Friday, January 22, 2016. Because data must be signed off on by January 22, districts should review their information and submit all requests for review no later than Friday, January 15 to Leslie Zimmerschied at [leslie.zimmerschied@wyo.gov](mailto:leslie.zimmerschied@wyo.gov). 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.

**No changes will be made after the close of the January 22, 2016 review window to graduate and non-graduate student data. Accordingly, graduation rates calculated using this data will also be unchangeable.**

Once data has been verified, graduation rate calculations will be performed. Districts will be notified at a later date when the WDE plans to release embargoed graduation rate results. The embargoed release of graduation rates is for districts to plan their press releases and the graduation rates will be final upon delivery.

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

Attachment:  
Graduation Rate FAQ