



**WYOMING**  
DEPARTMENT OF EDUCATION

*Creating Opportunities  
for Students to Keep  
Wyoming Strong*

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## MEMORANDUM NO. 2016-010

**TO:** School District Superintendents  
WISE Coordinators

**FROM:** Brent Young, Chief Policy Officer

**DATE:** January 25, 2016

**SUBJECT:** WDE949 Verification: 9<sup>th</sup> Grade Credits Earned

## STUDENT LEVEL FILES PREPARED TO CALCULATE READINESS SUB-INDICATOR

In accordance with the [Wyoming Accountability in Education Act W.S. 21-2-204 \(c\)\(vi\)](#), the Wyoming Department of Education (WDE) has prepared a student level file that will be used to calculate the Readiness sub-indicator for grade nine credits earned. A school's score for grade nine credits will be the percentage of full academic year students that earned one fourth of the credits required to earn a diploma at their designated high school in their first year of grade nine. The confidential student level data report includes credits earned and credits required for high school graduation.

To view the WDE949 Grade Nine Credits Earned data report, log into Fusion at <http://fusion.edu.wyoming.gov>. Click the Data Reporting button near the top-left of the page, then click on State Accountability Confidential. The report is called Grade Nine Credits Earned. Users must be assigned one of the following Fusion roles to view the report links: Superintendent, WISE Coordinator, Assessment Confidential, Principal, Assistant Principal, Accountability Coordinator, or Wyoming Transcript Center User.

If you're unable to see the reports, contact your district Fusion Administrator and have the appropriate role assigned to your user account. If you don't know who your district Fusion Administrator is, click "Find Fusion Administrator" at the top-right of the Fusion home page.

Video instructions to retrieve and reset a Fusion password are available [here](#).

Districts have until **February 5, 2016**, to verify the accuracy of the credits earned and credits required for graduation in the student level data file. This is your district’s opportunity to resubmit transcripts that are in error, or to submit transcripts that are missing. The two fields used for accountability are “Credits Earned” and “Required Grad Credits”. After February 5, 2016, the data will be used as is for accountability purposes.

A Verification Letter for Superintendents is available at:  
<https://portals.edu.wyoming.gov/Confirm/View/14-15WDE949>.

When accessing this link, use your Fusion login credentials.

The table below represents School Pairs for Grade 9 Credits for the 2015-16 school year for schools that do not serve students through 12th grade.

<b>Accountability School</b>		<b>Grade 9 Credits Earned</b>		
<b>District/School#</b>	<b>School</b>	<b>School #</b>	<b>School</b>	
Albany 1	0101055	Laramie High	0101050	Laramie Junior High
			0101030	UW Laboratory School
			0101001	Snowy Range Academy
Campbell 1	0301055	Campbell County	0301050	Twin Spruce Junior High
			0301051	Sage Valley Junior High

*For more information about student level reports or accountability measures, please contact Sean McInerney at [sean.mcinerney@wyo.gov](mailto:sean.mcinerney@wyo.gov) or 307-777-8752.*

*For more information about transcript submissions, contact Liz Foster at [elizabeth.foster@wyo.gov](mailto:elizabeth.foster@wyo.gov) or 307-777-7009.*