



**WYOMING**  
DEPARTMENT OF EDUCATION

*Creating Opportunities  
for Students to Keep  
Wyoming Strong*

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## MEMORANDUM NO. 2017-023

**TO:** District Superintendents  
Business Managers  
K-3 Principals  
WISE Coordinators

**FROM:** Lisa Weigel, Chief Policy Officer

**DATE:** February 27, 2017

**SUBJECT:** 16:1 Student-Teacher Ratio Waiver Process

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## 16:1 STUDENT-TEACHER RATIO REPORTS AVAILABLE

### WAIVER REQUESTS DUE MARCH 15

Class Size Ratio Calculations for the K-3 [16:1 requirement](#) are now available for districts on Fusion. This confidential report is the official notice of whether districts met the requirement in the 2016-17 school year. District administrators will have 10 business days to review their data.

To locate the report, log in to [Fusion](#) and click the “Data Reporting” icon. Click the “State Accountability Confidential” link on the left. Users must be assigned one of the following Fusion roles to view the report: Superintendent, Assessment Confidential, Principal, Assistant Principal, Business Manager, Accountability Coordinator, or WISE Coordinator.

Those unable to see the reports can contact their district Fusion Administrator to have the appropriate role assigned to their account. To find the correct district Fusion Administrator, click “Find Fusion Administrator” at the top-right of the Fusion homepage. A video with instructions to retrieve and reset Fusion passwords is available [here](#). Any questions about Fusion access should be directed to a local Fusion Administrator.

Each district superintendent must [verify their receipt](#) of their class size ratio data.

A waiver for the 16:1 requirement may be granted if at least one of the following conditions is met:

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

Districts that did not meet the 16:1 ratio must send a waiver request with supporting information and reasons for the waiver to Julie Magee no later than **March 15, 2017**. This waiver letter must include the following information:

- The reason(s) for not meeting the 16:1 ratio
- Documentation that addresses current efforts to meet the 16:1 ratio
- A detailed plan to meet the 16:1 ratio in subsequent years

The Wyoming Department of Education will notify districts whether their waiver request was accepted or denied by April 10, 2017. An approved waiver is effective for the school year following the application and approval.

Information related to the 16:1 student-to-teacher ratio is posted on the WDE website at [edu.wyoming.gov/data/161-waiver](http://edu.wyoming.gov/data/161-waiver).

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*For questions about the 16:1 waiver process, contact Julie Magee at [julie.magee@wyo.gov](mailto:julie.magee@wyo.gov) or 307-777-8740.*