



WYOMING
DEPARTMENT OF EDUCATION

*Creating Opportunities
for Students to Keep
Wyoming Strong*

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MEMORANDUM NO. 2018-025

TO: District Superintendents
WISE Coordinators
High School Principals

FROM: Megan Degenfelder, Chief Policy Officer

DATE: February 26, 2018

SUBJECT: Verification Due - WDE949 Credits Earned For Alternative and Non-Alternative Schools

STUDENT LEVEL FILES PREPARED TO CALCULATE READINESS SUB-INDICATOR

In accordance with the Wyoming Accountability in Education Act (WAEA), the Wyoming Department of Education (WDE) has prepared two student-level reports that will be used to calculate the Readiness sub-indicator for certain students. These reports contain student-level data, and are confidential. They include credits earned in grade 9 for students enrolled in non-alternative high schools, and credits earned in grades 9, 10, and 11 for student enrolled in alternative high schools. A non-alternative school's score for required credits is the percentage of full academic year students in grade 9. For alternative schools, the score for required credits is the percentage of full academic year students in grades 9, 10 and 11 that earned 1/4th of the credits required to earn a diploma at their designated high school in the prior school year.

To view the Credits Earned data reports, log into [Fusion](#). Click on the blue Data Reporting button at the top of the page, then the State Accountability Confidential link. The reports are called "Credits Earned – Grade Nine Non-Alternative Schools", and "Credits Earned – Grade Nine, Ten and Eleven Alternative Schools". Users must be assigned one of the following Fusion roles to view the report links: Superintendent, WISE Coordinator, Assessment Confidential Reports, Principal, Assistant Principal, Special Education Director, Assessment Coordinator, Curriculum Coordinator, or Accountability Coordinator.

Those unable to see these links should contact a district Fusion Administrator and have the appropriate role assigned. Each district's Fusion Administrator can be found at the Find Fusion Administrator link, which is located near the top-right of the Fusion home page. A password reset/retrieval instruction video is available [here](#).

Districts have until **March 9, 2018** to verify the accuracy of credits earned and credits required for graduation in the student-level data file. This is the district's opportunity to resubmit transcripts that are in error, and to submit missing transcripts. The two fields used for accountability are "Credits Earned" and "Required Grad Credits."

After **March 9, 2018** the data will be used as-is for accountability purposes.

For more information, or questions pertaining to the student level reports or accountability measures, contact Sean McInerney at sean.mcinerney@wyo.gov or 307-777-8752.

For questions pertaining to transcript submissions, contact Liz Foster at elizabeth.foster@wyo.gov or 307-777-7009.