

CREATING
OPPORTUNITIES
FOR STUDENTS TO
KEEP WYOMING
STRONG

MEMORANDUM NO. 2018-124

TO: School District Superintendents
Business Managers
Title 1 Directors
Principals

FROM: Shelley Hamel, Chief Academic Officer

DATE: October 29, 2018

SUBJECT: Annual LEA Report Cards



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Superintendent of Public Instruction

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ANNUAL LOCAL EDUCATIONAL AGENCY REPORT CARD REQUIREMENTS

The Wyoming Department of Education (WDE), along with local school districts, known as Local Education Agencies (LEA), that receive Title 1 funding must prepare and disseminate an annual report card per the Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA). Beginning with information from the 2017-18 school year, report cards must be posted annually on the WDE and LEA websites on or before December 31 for the preceding school year; therefore, report cards for the 2017-18 school year must be posted on the WDE and LEA websites by December 31, 2018.

State and LEA report cards must be concise and presented in an understandable and uniform format accessible to persons with disabilities and to the extent practicable, provided in a language that parents can understand. Required report-card information includes student and school performance metrics, accountability, per-pupil expenditures, educator qualifications, and other information that the WDE or LEA deems relevant.

To assist school districts with the LEA report cards, the WDE will host two webinars; the first on November 8 at 10:30 a.m. [via Zoom](#) and the second on November 13 at 2:00 p.m. also [via Zoom](#). The webinars will discuss the style, format, dissemination requirements, and other requirements for LEA report cards. State report card requirements will also be discussed to assist LEAs with their information requirements. These webinars will be recorded and available upon request.

For more information, contact Leslie Koch, Title 1 Program Manager, at les.koch1@wyo.gov or 307-777-6216.