

CREATING
OPPORTUNITIES
FOR STUDENTS TO
KEEP WYOMING
STRONG



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MEMORANDUM NO. 2018-131

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

FROM: Dianne Bailey, Chief Operations Officer

DATE: November 26, 2018

SUBJECT: 2017-18 Student-Level Graduation Data
Verification Process

2017-18 STUDENT-LEVEL GRADUATION DATA VERIFICATION

REVIEW WINDOW NOVEMBER 26 - DECEMBER 14

The Wyoming Department of Education (WDE) will provide districts with its 2017-18 student-level graduate and non-graduate records for confidential review on November 26, 2018. Districts have until December 14, 2018, to review data for accuracy.

Data will be securely provided to district personnel through the Wyoming Education Fusion Portal. The report, Graduation Results Student Level, will be posted to the [State Accountability Confidential](#) page of the Data Reporting module on the morning of November 26.

To navigate to the reports, go to [Fusion](#) 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. Once reviewed, the student-level data will be used to calculate graduation rates as well as school performance ratings.

Important items to verify:

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

For more detailed information regarding graduation rate calculations, see the attached guidebook. Districts must also submit a WDE950 transcript for all students reported as 2017-18 graduates.

State Accountability Confidential is a secured site, and only authorized users will be able to access the reports. Authorized users include: Superintendents, High School Principals, High School Assistant Principals, Business Managers, WISE Coordinators, Assessment Coordinators, Curriculum Coordinators, Accountability Coordinators, and approved users with the Assessment Confidential role. Any questions about access should be directed to a local Fusion Administrator. A short video with [instructions to reset Fusion passwords](#) is also available.

Districts must review its information and submit all requests for review no later than Friday, December 14 to Michael Hansen at michael.hansen@wyo.gov. Supporting documentation can be provided to the WDE, but must be sent using a secure method, such as the Wyoming Transcript Center or through sFTP. Do not include confidential or private student information in an email or fax.

No request for changes to graduate and non-graduate data will be considered after the close of the December 14 review window. Graduation rates calculated using this data will also be unchangeable.

District Superintendents have until January 16, 2018, to log in using the link above with their fusion credentials to sign off on the data. An electronic acceptance letter is [provided](#).

Once data has been verified, graduation rate calculations will be performed. The WDE will release embargoed graduation rate results on January 2, 2019 on the State Accountability page in the Fusion portal. The embargoed release of graduation rates is for districts to plan their press releases, and the graduation rates will be final upon delivery. Public release is scheduled for Tuesday, January 22, 2019. Districts should not publicly release data to their school boards or local media until that time.

For questions about the verification process or student-level graduation information, contact Michael Hansen at 307-777-8751 or michael.hansen@wyo.gov.