

CREATING
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MEMORANDUM NO. 2019-035

TO: Superintendents
Virtual Education Coordinators
Business Managers
Curriculum Coordinators
WISE Coordinators

FROM: Shelley Hamel, Chief Academic Officer

DATE: March 4, 2019

SUBJECT: 2019-20 Virtual Education Program Information

VIRTUAL EDUCATION PROGRAM APPLICATION, RENEWAL PROCESS

The virtual education program application and renewal process is now open. Any school district planning to offer virtual education during the 2019-20 school year must complete the following steps:

- Submit the online [Virtual Education Program Application & Renewal Form](#).
- Submit a signed 2019-20 [Statement of Assurance](#).
- School districts without 2018-19 approved virtual education programs need to submit a completed [Application Narrative](#).

To be eligible to apply for the 2019-20 Distance Education Grant, the program renewal and application documents are due by **April 26, 2019**. The 2019-20 virtual education course offerings will be submitted through the WDE638 WISE Course Inventory Data Collection. Virtual education syllabi for classes not previously approved must be submitted to the Wyoming Department of Education's Virtual Education Consultant, Lori Thilmany. All 2019-20 virtual education classes and syllabi must be submitted by **July 31, 2019**. Visit the [Virtual 307 Policy](#) page for all program details, forms and templates.

For more information, contact Lori Thilmany, at 307-777-7418 or lori.thilmany@wyo.gov.