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## MEMORANDUM NO. 2019-055

**TO:** School District Superintendents  
WISE Coordinators  
High School Principals

**FROM:** Kari Eakins, Chief Policy Officer

**DATE:** April 8, 2019

**SUBJECT:** Time Sensitive: 2017-18 WDE950 Student Transcript Review

## WDE950 CONFIDENTIAL STUDENT REPORTS AVAILABLE FOR REVIEW UNTIL APRIL 19

The Wyoming Department of Education (WDE) has processed the WDE950 transcript collection for the 2017-18 school year. This data collection is taken in accordance with the Wyoming Accountability in Education Act (WAEA) under W.S. 21-2-204 (c)(iv), the Every Student Succeeds Act (ESSA), and the Hathaway Scholarship reporting requirements pursuant to W.S. 21-16-1308 (c)(vi-viii).

Confidential student-level reports are available for school districts to review and correct, as needed, during the review window, which is April 8-19, 2019. Any missing or updated transcripts must be submitted during this window through the Wyoming Transcript Center. After April 19, the student-level data will be considered verified as accurate by each district. Transcripts are required for all Wyoming students and will be used to calculate each school's post-secondary readiness indicator score for traditional schools, college- and career-readiness indicator for alternative schools, and each student's success curriculum level for the Hathaway Scholarship.

It is critical for school districts to review each data element, including those pulled from other sources such as AP, IB, and CTE participation data. This [legend](#) includes information about each data element.

To review the WDE950 report, use your WyEd login credentials on [this page](#). The report is called "College and Career Readiness Student Level Report" and can be found under the Accountability Confidential tab. The report contain confidential data, and visible only to those with the following roles: Superintendent, Principal, Assistant Principal, Accountability Coordinator, Assessment Coordinator, or Assessment Confidential.

Missing or incomplete transcripts will negatively affect the school-level score on the post-secondary readiness indicator for traditional high schools and the college- and career-readiness index for alternative schools. Additionally, a student's Hathaway Scholarship determination could be adversely impacted. Districts are allowed to report using the ACT or WorkKeys score obtained from the state administered test, or a higher score obtained by the student at another time. The score that gives the student the highest eligibility level will be used for school accountability.

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*For questions about the WDE950 transcript collection, contact Sean McInerney, Accountability Supervisor, at 307-777-8752 or [sean.mcinerney@wyo.gov](mailto:sean.mcinerney@wyo.gov).*

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*For questions pertaining to transcript submissions, contact Liz Foster, Data Collection Specialist, at 307-777-7009 or [elizabeth.foster@wyo.gov](mailto:elizabeth.foster@wyo.gov).*