MEMORANDUM NO. 2019-108

TO:  School District Superintendents  
High School Principals  
High School Counselors  
Assessment Coordinators  
WISE Coordinators  

FROM:  Kari Eakins, Chief Policy Officer  

DATE:  September 16, 2019  

SUBJECT:  WDE949 - Student Transcripts  

2018-19 STUDENT TRANSCRIPTS  
COLLECTION WINDOW OPENS  
SEPTEMBER 16  

In accordance with the Wyoming Accountability in Education Act, the Wyoming Department of Education (WDE) will use the WDE949 data collection to prepare student-level files necessary to calculate the Readiness sub-indicators for various grades. Calculations will be made for grade 9 credits earned for students enrolled in non-alternative high schools and grade 9, grade 10, and 11 credits earned for a student enrolled in alternative high schools. Readiness scores for schools are based on the percentage of full academic year students in grade 9 at non-alternative schools and grades 9, 10, and 11 at alternative schools who earned one-fourth of the credits required to earn a diploma at their designated high school in the prior school year.

The WDE949 includes grade 9 transcripts for non-alternative high schools and grade 9, 10, and 11 transcripts for alternative high schools, from the 2018-19 school year and includes summer credits. The collection will take place from September 16 - October 15 through the Wyoming Transcript Center. Consult the WTC File Layout document, available on the WDE’s Data Collection Suite - Forms Inventory page, as several data element definitions are aligned for improved data quality.
Other documents, including the WDE949 guidebook and a list of valid elements, can be found under the Documents tab.

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

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