

CREATING  
OPPORTUNITIES  
FOR STUDENTS TO  
KEEP WYOMING  
STRONG



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## 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.

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*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](mailto: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](mailto:elizabeth.foster@wyo.gov).*