

CREATING
OPPORTUNITIES
FOR STUDENTS TO
KEEP WYOMING
STRONG

MEMORANDUM NO. 2019-142



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TO: School District Superintendents
High School Principals
High School Assistant Principals
WISE Coordinators
Accountability Coordinators

FROM: Trent Carroll, Chief Operations Officer

DATE: November 25, 2019

SUBJECT: 2018-19 Student-Level Graduation Data Verification Process

2018-19 STUDENT-LEVEL GRADUATION DATA VERIFICATION PROCESS REVIEW WINDOW NOVEMBER 25 - DECEMBER 13

The Wyoming Department of Education (WDE) will provide districts with the 2018-19 student-level graduate and non-graduate records for confidential review on November 25, 2019. Districts have until December 13, 2019, to review data for accuracy and submit corrections.

Data will be securely provided to district personnel through the District Data Reports portal. The report, Graduation Results Student Level, will be posted to the State Accountability Confidential page on the morning of November 25.

The State Accountability Confidential page is on a secure site, and only authorized users may 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 access questions should be directed to a local [WyEd Administrator](#).

To navigate to the reports, go to edu.wyoming.gov/data/ and expand the Data Reports box on the left-hand side of the page. Click on the District Data Reports link and log in using your WyEd credentials. Click the Accountability Confidential tab at the top of the page.

At this time, the WDE is only reporting student-level graduation information. Once reviewed and certified, the student-level data will be used to calculate four-year on-time, five- and six-year extended graduation rates, and the WAEA extended graduation indicator.

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 (four-year, five-year, or six-year).
- Graduation status (graduate or non-graduate).

Detailed information regarding graduation rate calculations can be found in the Cohort Graduation Rate [Guidebook](#). Districts must also submit a WDE950 transcript for all students reported as 2018-19 Graduates.

Districts must review their information and submit all requests for corrections no later than Friday, December 13. 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.

Requests for changes to graduate and non-graduate data will not be considered after the close of the December 13 review window. Graduation rates calculated using this data will be final.

District superintendents have until January 14, 2020, to [log in](#) with their WyEd credentials to sign off on the data. An electronic acceptance letter will be provided.

Once data has been verified, graduation rate calculations will be performed. The WDE will release embargoed graduation rate results on January 7, 2020 on the Accountability Confidential page. The embargoed release of graduation rates allows districts to prepare and plan their press releases. Public release is scheduled for Tuesday, January 21, 2020. Districts should not publicly release data to their school boards or local media until that time.

For questions about student-level graduation information, contact April Strong at 307-777-8751 or april.strong@wyo.gov.

For questions about the submission of supporting documentation, contact Susan Williams at 307-777-6252 or susan.williams@wyo.gov.