

CREATING  
OPPORTUNITIES  
FOR STUDENTS TO  
KEEP WYOMING  
STRONG



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## MEMORANDUM NO. 2020-015

**TO:** School District Superintendents  
WISE Coordinators  
High School Principals  
Wyoming Transcript WDE949 Contacts

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

**DATE:** February 3, 2020

**SUBJECT:** Verification Due - WDE949 Credits Earned

# VERIFICATION OF WDE949 CREDITS EARNED FOR ACCOUNTABILITY

## DUE FEBRUARY 14, 2020

In accordance with the Wyoming Accountability in Education Act (WAEA), the Wyoming Department of Education (WDE) has prepared two student-level reports that will be used to calculate the Readiness sub-indicator for certain students. These reports contain student-level data and are confidential. They include credits earned in grade 9 for students enrolled in non-alternative high schools, and credits earned in grades 9, 10, and 11 for students enrolled in alternative high schools. A non-alternative school's score for this sub-indicator is the percentage of full academic year students in grade 9 who earned one-quarter of the credits required to earn a diploma. For alternative schools, the sub-indicator score is the percentage of full academic year students in grades 9, 10, and 11 who earned one-quarter of the credits required to earn a diploma.

To view the Credits Earned data reports, log into the WDE [reports portal](#). Select the Accountability Confidential tab on the top left corner. The reports are called "Credits Earned – Grade 9 Non-Alternative Schools" and "Credits Earned – Grade 9, 10, and 11 Alternative Schools."

Users must be assigned one of the following WyEd roles to view

the report links: Superintendent, WISE Coordinator, Assessment Confidential Reports, Principal, Assistant Principal, Special Education Director, Assessment Coordinator, Curriculum Coordinator, or Accountability Coordinator.

Those unable to see these links should contact a district WyEd Administrator and have the appropriate role assigned. Each district's WyEd Administrator can be found at the [WyEdPro index](#). Click the Support header in the upper left, then click "Find WyEd Admin." In addition, a "Forgot Password" link can be found [here](#).

Districts have until **February 14, 2020** to verify the accuracy of credits earned and credits required for graduation in the student-level data file. This is the district's opportunity to re-submit transcripts that are in error, or to submit missing transcripts. The two fields used for accountability are "Credits Earned" and "Required Grad Credits".

After February 14, 2020, the data will be used as-is for accountability purposes.

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