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MEMORANDUM NO. 2020-023

TO: School District Superintendents
Virtual Education Coordinators
Business Managers
Curriculum Coordinators
WISE Coordinators

FROM: Shelley Hamel, Chief Academic Officer

DATE: February 18, 2020

SUBJECT: 2020-21 Virtual Education Program Information

VIRTUAL EDUCATION PROGRAM APPLICATION & RENEWAL PROCESS

The virtual education program application and renewal process is now open. Any school districts planning to offer virtual education during the 2020-21 school year must complete the following steps:

- Submit the online [Virtual Education Program Application & Renewal Form](#).
- Submit a signed 2020-21 [Statement of Assurance](#).
- School districts without 2019-20 approved virtual education programs must also submit a completed [Application Narrative](#).

To be eligible to apply for the 2020-21 Distance Education Grant, the program renewal and application documents are due by April 27, 2020. The 2020-21 virtual education course offerings will be submitted through the WDE638 WISE Course Inventory Data Collection. Virtual education syllabi for classes not previously approved must be submitted by email to Wyoming Department of Education Virtual Education Consultant [Lori Thilmany](#).

Any 2020-21 virtual education program renewals or applications not submitted by the April deadline will not be eligible for the Distance Education Grant, however, all classes and syllabi must be submitted by July 31, 2020 for any program providing virtual education courses, regardless of grant status.

Visit the [Virtual 307 Policy](#) page for all program details, forms and templates.

For more information, contact Lori Thilmany at 307-777-7418 or lori.thilmany@wyo.gov.