

CREATING
OPPORTUNITIES
FOR STUDENTS TO
KEEP WYOMING
STRONG



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MEMORANDUM NO. 2020-041

TO: School District Superintendents
FROM: Dicky Shanor, Chief of Staff
DATE: March 16, 2020
SUBJECT: COVID-19 Guidance Updates

COVID-19 GUIDANCE UPDATES

Accountability

- School days - See the Temporary K-12 Block Grant Guidance memo from Superintendent Balow. Districts needing support with the Temporary School Closure Form can contact Elaine Marces at 307-777-6210 or elaine.marces@wyo.gov.
- Closures will delay the Post-Secondary Readiness Indicator Review window until April 13.
- The Spring Climate Survey is cancelled. The WDE will use the mean score and participation rate from the fall climate survey in the alternative school accountability calculations.
- For alternative schedule proposals, the WDE will accept virtual public meetings as compliant with Chapter 21 requirements.

Standards and Assessment - [Assessment Calendar](#)

- The WY-ALT testing window is currently open until April 22. The WDE will evaluate early April to determine if an extension of this window is necessary.
- Wyoming has scheduled three ACT testing window options; option 1, March 24-April 3, option 2, April 7-17, and option 3, April 21-May 1. Districts can change their testing window by contacting Olivia Outlund, ACT Project Coordinator at Olivia.Outlund@act.org. Please also communicate this change with Jessica Steinbrenner at Jessica.Steinbrenner@wyo.gov so she can follow up on the request. For those students unable to access these state testing options, ACT will provide student vouchers for national testing dates. ACT has rescheduled the April 4 national testing date to June 13.

- The WY-TOPP summative and K-2 interim testing window is April 14-May 8. The WDE will evaluate early April to determine if an extension of this window is necessary.
- The WorkKeys testing window is April 20-24. The WDE will evaluate early April to determine if an extension of this window is necessary.

Special Education Programs

- All IDEA requirements remain in full effect when educational opportunities are offered by the district to any student.
- Upcoming RDA events will be held virtually or can be rescheduled by contacting Jenny Krause at jennifer.krause@wyo.gov.

School Support

- The Summer Food Service Program is the only program that allows for the provision of meals during school closure. To join the Summer Food Service Program, you must contact Tamra Jackson at tamra.jackson@wyo.gov. Once you have joined the program, you must complete a waiver through the USDA process which will be provided to you by the WDE Nutrition Team.
- The WDE is seeking guidance regarding the use of federal funds to cover cancellation fees for all federally funded professional development opportunities.
- The WDE is seeing guidance regarding the use of federal funds that cover programs, personnel costs, and professional development in light of school district closures and event cancellations that exceed carryover allowances and grants reaching the end of their cycle. This includes federal funding sources such as title programs, TANF, Perkins, and IDEA.

Information Management

- FERPA remains in full effect.
- Data collection situation is fluid and the WDE will communicate as needed.

Finance

- See WDE waiver memo.
- In alignment with previous guidance from WDE, Special Education and Transportation staff should be paid in a manner consistent with general education staff. Standard Special Education and Transportation reimbursement procedures are still in effect.
- Entitlement and recapture payments will continue as scheduled.
- Out-of-state tuition collection remains due on April 15 unless otherwise instructed.
- COMPS payments will continue as normal unless otherwise instructed.

Communications

- Please refer to the [WDE COVID-19 Resources](#) web page for continuous updates.

Recalibration Activities

- Because of the uncertainty around COVID-19, District Management Group has decided to postpone scheduled district visits and the schedule sharing activity until further notice. DMGroup will be in touch in the near future with more information on these activities.