

CREATING
OPPORTUNITIES
FOR STUDENTS TO
KEEP WYOMING
STRONG

MEMORANDUM NO. 2020-079



JILLIAN BALOW

Superintendent of Public Instruction

DICKY SHANOR

Chief of Staff

SHELLEY HAMEL

Chief Academic Officer

KARI EAKINS

Chief Policy Officer

TRENT CARROLL

Chief Operations Officer

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

FROM: Shelley Hamel, Chief Academic Officer

DATE: May 18, 2020

SUBJECT: Virtual Education Vendor Teacher Collection



CHEYENNE OFFICE

122 W. 25th St. Suite E200
Cheyenne, WY 82002
307-777-7675

RIVERTON OFFICE

320 West Main
Riverton, WY 82501
307-857-9250



ON THE WEB

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WDE628 VIRTUAL EDUCATION VENDOR TEACHER DATA COLLECTION

The Wyoming Department of Education (WDE) has opened the 2019-20 WDE628 Virtual Education Vendor Teacher Collection. The WDE628 Virtual Education Vendor Teacher Collection assists districts in reporting virtual education teachers who are employed by a vendor instead of a school district. Senate Enrolled Act 57 of 2017 removed the requirement that virtual education teachers have to be employed by a Wyoming school district. This change created the need for the WDE628 Collection in order to verify appropriate teacher certification of staff that are not employed by the district.

The WDE628 will be open May 18-June 26, 2020. A Guidebook and Excel workbook are available on the WDE's Data Collection Suite - [Forms Inventory page](#) under the "WDE628" heading. Districts with nothing to report must submit a blank WDE628 Excel workbook through the Data Collection Suite (DCS) reporting software.

For more questions about the WDE628 data collection, contact Lori Thilmany, Digital Learning Consultant, at 307-777-7418 or lori.thilmany@wyo.gov.

For questions about the Data Collection Suite-Forms Inventory, contact Elizabeth Foster at 307-777-7009 or elizabeth.foster@wyo.gov.