

CREATING
OPPORTUNITIES
FOR STUDENTS TO
KEEP WYOMING
STRONG



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MEMORANDUM NO. 2020-179

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

FROM: Kari Eakins, Chief Policy Officer

DATE: December 7, 2020

SUBJECT: 2019-20 Student-Level Graduation Data Verification Process

2019-20 STUDENT-LEVEL GRADUATION DATA VERIFICATION PROCESS REVIEW WINDOW DECEMBER 1-14

The Wyoming Department of Education (WDE) will provide districts their 2019-20 student-level graduate and non-graduate records for confidential review on November 30, 2020. Districts have until December 11, 2020, to review data for accuracy.

Data will be securely provided to district personnel through the District Data Reports portal. The report, *Graduation Results Student Level*, was posted to the State Accountability Confidential page on the morning of November 30.

To navigate to the reports, go to edu.wyoming.gov/data/ and expand the **Data Reports** link under the 'Resources' section. 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. State Accountability Confidential is a secured site, and only authorized users may access the reports. Authorized users include: Superintendents, Principals, Assistant Principals, Business Managers, WISE Coordinators, Assessment Coordinators, Curriculum Coordinators, Accountability Coordinators, and approved users with the

Assessment Confidential role. Any questions about access should be directed to the district's [WyEd Administrator](#).

At this time, the WDE is only reporting student-level graduation information. Once reviewed, the student-level data will be used to calculate four-year on-time, five- and six-year extended graduation rates, as well as 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/six-year).
- Graduation status (graduate/non-graduate).

For more detailed information regarding graduation rate calculations, see the attached guidebook. Districts must also submit a WDE950 transcript for all students reported as 2019-20 graduates.

Districts must review their information and submit all exit status change requests no later than Friday, December 14. To streamline process flow and improve communication, the WDE has created a new online application for the submission of exit status change requests. For each exit status change request, this application allows users to enter an explanation of why the request is being submitted and to upload supporting documentation (e.g. out-of-state transfer records requests, in-state private school transfer records requests, homeschool curriculum forms, Wyoming institution high school diplomas, etc.). Each student request entered in the application will be reviewed by the WDE. Upon approval or denial of each change request, the district user who submitted the record will receive an email notification with the outcome. If further supporting documentation is required it can then be submitted for review by the WDE. To access the exit status change request application users must have the **ExitStatus District** role assigned to their WyEd account. The form can be accessed [here](#).

Requests for changes to graduate and non-graduate data will not be considered after the close of the December 14 review window. Graduation rates calculated using this data will be final.

Once data has been verified, graduation rate calculations will be performed. The WDE will release embargoed graduation rate results on January 4, 2021, on the Accountability Confidential page. The embargoed release of graduation rates allows districts to prepare and plan their press releases. The public release is scheduled for Tuesday, January 26 at 1 p.m. Districts should not publicly release data to their school boards or local media until that time.

District Superintendents have until January 15, 2021, to log in with their WyEd credentials to sign off on the data. An [electronic acceptance letter](#) is provided.

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

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