MEMORANDUM NO. 2021-068

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

FROM: Kari Eakins, Chief Policy Officer

DATE: May 17, 2021

SUBJECT: 2020-21 Virtual Education Vendor Teacher Collection

WDE628 VIRTUAL EDUCATION VENDOR TEACHER DATA COLLECTION

The Wyoming Department of Education (WDE) has opened the 2020-21 WDE628 Virtual Education Vendor Teacher Collection. The collection provides districts a method to report teaching assignments and endorsements of virtual education teachers who are employed by a vendor instead of a school district.

The WDE628 will be open from May 17-June 25, 2021. A Guidebook and Excel workbook are available on the WDE’s Data Collection Suite (DCS) - Forms Inventory page under the “WDE628” heading. Districts with nothing to report will still have to submit a blank WDE628 Excel workbook through the DCS reporting software.

For questions about the WDE628 data collection, contact Lori Thilmany, Virtual Education Program Manager, at 307-777-7418 or lori.thilmany@wyo.gov.

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