



Opportunity Through Education

Jillian Balow – *Superintendent of Public Instruction*

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MEMORANDUM NO. 2021-077

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

FROM: Kari Eakins, Chief Policy Officer

DATE: June 1, 2021

SUBJECT: 2020-21 WDE600 Virtual Education Clarification

WDE600 VIRTUAL EDUCATION CLARIFICATION

The Wyoming Department of Education has provided the following clarification about reporting virtual education student aggregate attendance and membership on the WDE600 Attendance and Membership collection, which officially opens on June 1 and will close on June 15:

- Attendance must be recorded weekly in the district's permanent student information system, or a Department-approved reporting system, based on student participation in each course according to the participation requirements reported on the district WDE638 WISE Course Inventory.
- Students who do not participate in a course for more than 10 consecutive days shall be dropped from membership on the 11th day.
- The district may re-enroll students if students start participating in a course again, but membership shall not include the days dropped for not participating.
- Membership may be counted after students complete the entirety of a virtual education course before the end of term and meet the early completion requirements as described by the district in the Virtual Education Program Application and Renewal form.

Refer to [Chapter 41 Virtual Education Rules](#) Section 3(i)(ii-iv), Section 4(a), Section 5(i), Section 8(c) (i-ii), Section 9, and Section 12, and page 9 of the [2020-21 Distance Learning: Guidance for Wyoming School Districts](#) for additional details.

For questions about virtual education, contact Lori Thilmany, Virtual Education Program Manager, at 307-777-7418 or lori.thilmany@wyo.gov.

For questions about the WDE600 content or submission, contact Trystin Green, School Foundation Program Consultant, at 307-777-5808 or trystin.green@wyo.gov.