

## MEMORANDUM NO. 2021-133

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

**FROM:** Trent Carroll, Chief Operations Officer

**DATE:** December 6, 2021

**SUBJECT:** 2020-21 Student-Level Graduation Data Verification Process

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# 2020-21 STUDENT-LEVEL GRADUATION DATA VERIFICATION PROCESS – REVIEW WINDOW NOVEMBER 29-DECEMBER 10

The Wyoming Department of Education (WDE) provided districts with 2020-21 student-level graduate and non-graduate records for confidential review on November 29, 2021. Districts have until December 10, 2021, to review data for accuracy.

At this time, the WDE is only reporting student-level graduation information. Once reviewed, the student-level data will be used to calculate 4-year on-time, 5 and 6-year extended graduation rates, as well as the Wyoming Accountability in Education Act, 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 [guidebook](#). Districts

must also submit a WDE950 transcript for all students reported as 2020-21 graduates.

To streamline the process flow and improve communication, the department has created the [Exit Status Request](#) form for the submission of exit status change requests. To access the exit status change request application, users must have the District Exit Status Request role assigned to their WyEd account. A link to the form was sent to all high school principals when the review window opened.

Requests for changes to graduate and non-graduate data will not be considered after the close of the December 10 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 5, 2022, 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 10 a.m. on Wednesday, January 19, 2022. Districts should not publicly release data to school boards or local media until that time.

An electronic acceptance letter will be sent to district superintendents on January 5; superintendents will have until January 12, 2022, to log in with their WyEd credentials to sign off on the data.

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*For questions about student -level graduation information, contact April Strong at 307-777-8751 or [april.strong@wyo.gov](mailto:april.strong@wyo.gov). For questions about the submission of supporting documentation, contact Susan Williams at 307-777-6252 or [susan.williams@wyo.gov](mailto:susan.williams@wyo.gov).*