

MEMORANDUM NO. 2022-007

TO: School District Superintendents
WISE Coordinators
High School Principals
Wyoming Transcript WDE949 Contact

FROM: Trent Carroll, Chief Operations Officer

DATE: January 10, 2022

SUBJECT: Verification Due – WDE949 Credits Earned

VERIFICATION OF WDE949 CREDITS EARNED FOR ACCOUNTABILITY – DUE JANUARY 14, 2022

In accordance with the Wyoming Accountability in Education Act, the Wyoming Department of Education (WDE) has prepared two student-level reports that will be used to calculate the readiness sub-indicator for certain students. These reports contain student-level data and are confidential. They include credits earned in grade 9 for students enrolled in non-alternative high schools and credits earned in grades 9, 10, and 11 for students enrolled in alternative high schools. A non-alternative school's score for this sub-indicator is the percentage of full academic year students in grade 9 who earned one-quarter of the credits required to earn a diploma. For alternative schools, the sub-indicator score is the percentage of full academic year students in grades 9, 10, and 11 who earned one-quarter of the credits required to earn a diploma.

To view the Credits Earned data reports, log into the WDE [reports portal](#). Select the Accountability Confidential tab on the top left corner. The reports are called Credits Earned – Grade 9 Non-Alternative Schools and Credits Earned – Grade 9, 10, and 11 Alternative Schools.

Users must be assigned one of the following WyEd user roles to view the report links: Superintendent, WISE Coordinator, Assessment Confidential Reports, Principal, Assistant Principal, Special Education Director, Assessment Coordinator, Curriculum Coordinator, or Accountability Coordinator.

Those unable to see these links should contact a district WyEd Administrator and have the appropriate role assigned. Each district's WyEd Administrator can be found at the [WyEdPRO index](#). Click the Support header in the upper left, then Find WyEd Admin. In addition, a Forgot Password link can be found there.

Districts have until **January 14, 2022**, to verify the accuracy of credits earned and credits required for graduation in the student-level data file. This is the district's opportunity to resubmit transcripts that are in error or to submit missing transcripts. Transcripts must be submitted via the WDE949 process. The two fields used for accountability are Credits Earned and Required Grad Credits. After January 14, 2022, the data will be used for accountability purposes.

For questions about student-level reports or accountability measures, contact Sean McInerney, Accountability Supervisor, at 307-777-8752, or sean.mcinerney@wyo.gov. For questions about transcript submissions, contact Liz Foster, Data Collection Specialist, at 307-777-7009, or elizabeth.foster@wyo.gov.