MEMORANDUM NO. 2022–032

TO: School District Superintendents
   Virtual Education Coordinators
   Business Managers
   Computer/Technology Coordinators
   Curriculum Coordinators
   Special Education Directors
   WISE Coordinators

FROM: Kari Eakins, Chief Policy Officer

DATE: March 21, 2022

SUBJECT: 2022-23 Virtual Education Program Information

VIRTUAL EDUCATION PROGRAM APPLICATION
AND RENEWAL

The virtual education program application and renewal process is now open. Any school districts planning to offer a regular virtual education program during the 2022-23 school year must complete the following steps:

- Submit the online Virtual Education Program Application & Renewal Form.
- Submit a signed Program Assurance Statement.
- If the proposed program is full-time, submit a signed Curriculum Assurance and a copy of the 2022-23 student and parent handbook.
- School districts without 2021-22 approved virtual education programs will also need to submit a completed Application Narrative.

To be eligible to apply for the 2022–23 Distance Education Grant, the program renewal and application documents are due by May 6, 2022. The 2022-23 virtual education course offerings will be submitted through the WDE638 WISE Course Inventory and WDE638VE Virtual Education Course Inventory data collections which will open July 1, 2022. All 2022-23 virtual education
program renewals and applications, and the WDE638 Collections with virtual education classes, must be submitted by **July 31, 2022**.

Visit the [Virtual 307 Policy](#) page for all program details, Chapter 41 Virtual Education Rules, and application and renewal forms.

*For more information, contact Lori Thilmany, Virtual Education Program Manager, at 307-777-7418 or lorithilmany@wyo.gov.*