



Opportunity Through Education

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MEMORANDUM NO. 2022–109

TO: WISE Coordinators
High School Principals

FROM: Trent Carroll, Chief Operations Officer

DATE: September 12, 2022

SUBJECT: Changes to the WDE949 and WDE950 Transcript Collections

CHANGES TO THE WDE949 AND WDE950 STUDENTSCOURSES.CSV FILE LAYOUT

The WDE949 9th Grade Transcript and the WDE950 Graduated Student Transcript collection window will be open from September 14 - October 14, 2022. Starting this collection cycle, all transcripts will be required to submit the stateCourseId. The stateCourseId can be populated with one of two allowable course id types: SCED Based or CollegeCourseID.

The SCED based stateCourseIds will be in the 12-digit format of NNNNNCN.NNNN where N is a number and C is a letter. Character 11 must be less than or equal to character 12. Character 6 valid options are: B, G, E, C, X, or H.

CollegeCourseID based stateCourseIds will be in the following format: 2 to 5 uppercase letters, followed by a single space, followed by 4 numeric characters, followed by (optional) uppercase "L".

Examples:

- AB 0123
- ABC 1234L
- ABCD 2345
- ABCDE 3456L

Also, the 'NoCourseSCED' designation may be used when the stateCourseId is unknown, including transfer courses.

The scedCode element in the StudentsCourses.csv file is now optional.

If transcripts were submitted to the Wyoming Transcript Center (WTC) prior to September 14, 2022, they must be re-submitted with the required changes described above.

For more information, contact Elizabeth Foster, Data Collection Specialist, at 307-777-7009 or elizabeth.foster@wyo.gov.