



Opportunity Through Education

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MEMORANDUM NO. 2022–131

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

FROM: Trent Carroll, Chief Operations Officer

DATE: November 28, 2022

SUBJECT: 2021-22 Student-Level Graduation Data Verification Process

2021-22 STUDENT-LEVEL GRADUATION DATA VERIFICATION PROCESS - REVIEW WINDOW NOVEMBER 28-DECEMBER 9

The Wyoming Department of Education (WDE) provided districts with 2021-22 student-level graduate and non-graduate records for confidential review on November 28, 2022. **Districts have until December 9, 2022, 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, and 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 2021-22 graduates.

To streamline the process flow and improve communication, the department has created the [Exit Status Request](#) form to submit exit status change requests. To access the exit status change request application, users must have the **ExitStatus District** role assigned to their WyEd account. When the review window opens, all high school principals will be sent a link to the form.

Requests for changes to graduate, and non-graduate data will not be considered after the review window closes on December 9. 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 a week before the public release 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 10:00 a.m. on Wednesday, January 24, 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 3, 2023, and superintendents will have until January 18, 2023, to log in with their WyEd credentials to sign off on the data.

For questions about student-level graduation information and the submission of supporting documentation, contact April Strong, Data Analyst, at 307-777-8751 or april.strong@wyo.gov.

For questions about your WyEd credentials, contact Susan Williams, Data Collection and Reporting Supervisor at 307-777-6252 or susan.williams@wyo.gov.