



Opportunity Through Education

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MEMORANDUM NO. 2023–009

TO: School District Superintendents
Title I Directors
Principals

FROM: Shelley Hamel, Chief Academic Officer

DATE: January 17, 2023

SUBJECT: Annual Local Educational Agency Report Card Requirements

ANNUAL LOCAL EDUCATIONAL AGENCY REPORT CARD REQUIREMENTS

As recipients of Title IA funding, the Wyoming Department of Education (WDE), along with local educational agencies (LEA), must prepare and disseminate an annual report card per the Elementary and Secondary Education Act (ESEA) of 1965, as amended by the Every Student Succeeds Act (ESSA).

State and LEA report cards must be concise and presented in an understandable and uniform format accessible to persons with disabilities and to the extent practicable, provided in a language that parents can understand. LEA report cards must report information for the LEA as a whole and for each school served by the LEA (individual school report cards are not required, but information about each school is required). ESSA requires that the LEA post its report card in a visible section on its website, and to also provide instruction on the website directing the user on how to find the report card. Required report card information includes student and school performance metrics, accountability, per-pupil expenditures, educator qualifications, and other information that the WDE or LEA deems relevant.

A report card [checklist](#) is provided for LEAs to assist in meeting the guidelines. The WDE State report card is available [here](#).

For more information, contact Les Koch, Title I Director, at 307-777-6216 or les.koch1@wyo.gov.