

WYOMING DEPARTMENT OF EDUCATION

WDE949 – Wyoming Transcript Collection – **2013-14**

9th Grade Transcripts

Data Collection Guidebook

WYOMING DEPARTMENT OF EDUCATION

WDE949 Data Collection Guidebook

2014 © Wyoming Department of Education; all rights reserved.

Hathaway Building • Second Floor
2300 Capitol Avenue
Cheyenne, WY 82002
Phone 307.777.7690 • Fax 307.777.6234
<http://edu.wyoming.gov>

Sean McInerney
Accountability Supervisor
307-777-8752
sean.mcinerney@wyo.gov

The Wyoming Department of Education does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment of employment in its programs or activities. Inquiries concerning Title VI, Title IX, Section 504, and ADA may be referred to Wyoming Department of Education, Office for Civil Rights Coordinator, 2300 Capitol Ave., Cheyenne, WY, 82002-0050 or 307-777-7673, or the Office for Civil Rights, Region VIII, U. S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, CO 80204-3582, or 303-844-5695 or TDD 303-844-3417. This information will be provided in an alternative format upon request.

Table of Contents

Introduction.....	3
WDE949 Authority	3
Instructions	4
Data Compilation	4
Student File.....	5
Student Courses File.....	12
Student Test File.....	15
Student Immunization File.....	16
Process Flowchart	18
Private and Public Key Generation	19
For PC users.....	19
For Mac users	22
FileZilla Setup	23
Send to WDE.....	29
Accessing the WDE949 in Fusion.....	29
Collection Schedule	34
Frequently Asked Questions.....	35

Introduction

The WDE949 is the authoritative collection of student transcripts containing courses taken, grades received, and credits earned.

This guidebook serves as the definitive instruction set for the data contained within the WDE949 Data Collection.

School Districts are required to submit a variety of data collections each year. The data collected by the Wyoming Department of Education (WDE) is critical and essential to the continual growth of Wyoming's education system. WDE949 data are used to calculate the ninth grade credit accumulation readiness percentage for the Wyoming Accountability in Education Act performance measure requirements.

It is widely agreed upon that you need quality and timely data to inform the work of stakeholders such as students, teachers, administrators, parents and policy makers to most appropriately impact the teaching and learning process. The data from the WDE949 Collection is made available in a clear and useful way through reports published on the WDE website.

WDE949 Authority

The authorities that allow the WDE to collect data for the WDE949 collection are in the Wyoming Accountability in Education Act Statutes:

W.S. 21-2-204 (c) (vi)

(c) School level performance shall be determined by measurement of performance indicators and attainment of student performance as specified by this section. To the extent applicable, each measure shall be aggregated to the school level based upon those grades served inclusive to each school as reported by the respective school district to the department of education. The indicators of school level performance shall be:

(vi) Readiness, as defined by ninth grade credit accumulation.

Instructions

The WDE949 is the official collection for ninth grade student transcripts. This report includes vital and social statistics on students in Wyoming schools. The WDE complies with the Family Educational Rights and Privacy Act (FERPA) to ensure student information is properly safeguarded and is used only for legitimate purposes and only when absolutely necessary. The WDE deeply values this trust and strives to ensure it is doing all it can do to protect the privacy of students as the uses of their data to improve education increase.

2013-14 WDE949 Collection Process and Guidebook Overview

- Compile the four data files (Student and Course files are the only two that are mandatory for this collection) of 2013-14 9th grade student transcripts by extracting the data from your SIS and creating csv files that match the file elements (pgs 5-17)
- Review WDE949 Process Flowchart (pg 18)
- Load the csv files to the Wyoming Transcript Center (WTC) via FileZilla using the PuTTY Key Generator (pgs 19-28)
- Respond to any error reports emailed to you after submission and resubmit the files until they are successfully processed (pg 28)
- The final step in submitting the collection is to go into the district or school WTC account and send the successfully processed transcripts to the WDE WTC account “WDE949 – 9th Grade Transcripts” (pgs 29-33)
- Collection window 9/22/14 – 10/31/14 (pg 34)
- Support contacts (pg 35)

Data Compilation

Prior to submission, each district must compile their data.

The data elements are fully defined within this document. The Data Element document on the WDE website (<http://edu.wyoming.gov/dcs/default.html>) contains brief definitions of each required element, business rules, and proper layouts for CSV submissions. All WDE949 Data Elements are explained below in detail.



Student File – File Name: “Students.csv”

The WDE949 consists of four files. The first file is the Student File. The purpose of the Student File is to submit demographic information for each student. It contains 42 elements. Ten elements are mandatory for grade level 9 transcripts and are highlighted in yellow in the list below.

This file **must be named “Students.csv” or it will not be accepted.** Also, the field names must appear **exactly as below** or the file will not be accepted.

- lastName
- firstName
- middleName
- nameSuffix
- street
- aptNum
- city
- state
- zipCode
- phone
- birthDate
- gradeLevel
- gender
- studentNum
- wiserID
- schoolDistrictName
- schoolName
- schoolStreet
- schoolApt
- schoolCity
- schoolState
- schoolZip
- schoolPhone
- schoolDistrictURL
- stateID
- gradDate
- endorsementType
- successCurriculumLevel
- successCurriculumWaiver
- gpaUnWeighted
- gpaWeighted
- creditEarned
- classSize
- classRank
- rankDate
- birthCity
- schoolEntryDate
- englishProficiency
- foreignLanguageProficiency
- creditAttempted
- gpaCreditEarned
- gpaQualityPoints

lastName

Please use the student’s legal last name as it appears on their Birth Date and/or Legal Presence documents. This is a mandatory element.

State Registration System (SRS)

The SRS is an application for securely assigning and obtaining unique ID numbers for both students and school district staff members. It is available within the Wyoming Education Fusion portal. This application is inaccessible to the general public.

Accepted values are letters, spaces, hyphens, apostrophes, and the number “3”.

The Student’s last name will be verified against the State Registration System (SRS). More details on Name Entry Standards can be found in the Wyoming Student Legal Name Entry Guidebook.

firstName

Please use the student's legal first name as it appears on their Birth Date and/or Legal Presence documents. This is a mandatory element.

Accepted values are letters, spaces, hyphens, apostrophes, and the number "3".

The Student's first name will be verified against the State Registration System (SRS). More details on Name Entry Standards can be found in the Wyoming Student Legal Name Entry Guidebook.

middleName

Please use the student's legal middle name as it appears on their Birth Date and/or Legal Presence documents. This is an optional element.

Accepted values are letters, spaces, hyphens, apostrophes, and the number "3".

More details on Name Entry Standards can be found in the Wyoming Student Legal Name Entry Guidebook.

nameSuffix

This is a generation indicator. This is an optional element.

The only allowable values are:

- | | |
|-------|-------|
| ▪ SR. | ▪ III |
| ▪ JR. | ▪ IV |
| ▪ I | ▪ V |
| ▪ II | |

More details on Name Entry Standards can be found in the Wyoming Student Legal Name Entry Guidebook.

street

This is the student's street address. It can be 30 characters. This is an optional element.

aptNum

This is the student's apartment, lot, room, or suite number. This is an optional element.

city

This is the city of the student's address. This is an optional element.

state

This is the two character postal abbreviation for the state of the student's address. This is an optional element.

zipCode

This is the numeric zip code for the student's address. It can be entered as the 5 digit zip code or 10 digits using the zip +4. If you use zip +4, please include the hyphen as in "12345-6789". This is an optional element.

phone

This is the student's telephone number. Mobile numbers are accepted. Hyphens are not included as shown in the following example: "3075558751". This is an optional element.

birthDate

The student's date of birth should be entered in the format: YYYYMMDD. This is a mandatory element.

Student Date of Birth will be verified against the State Registration System (SRS).

gradeLevel

Report students based on their current grade level placement. This is a mandatory element. Allowable values follow:

- | | |
|------|------|
| • K | • 07 |
| • 01 | • 08 |
| • 02 | • 09 |
| • 03 | • 10 |
| • 04 | • 11 |
| • 05 | • 12 |
| • 06 | |

gender

The student's gender is a one character value: "M" for Male, "F" for Female. This is a mandatory element.

Student Gender will be verified against the State Registration System (SRS).

studentNum

This is the student's locally assigned identification number. It can be 10 digits long. This is an optional element.

wiserID

This is the WDE 8-digit state assigned WISER ID student record identifier for the student. It will be verified against the State Registration System (SRS). This is a mandatory element.

schoolDistrictName

This is the full name of the school district of the student's enrollment. This is a mandatory element.

schoolName

This is the full name of the school of the student's enrollment. This is a mandatory element.

schoolStreet

This is the street address of the school. This is an optional element.

schoolApt

This is the apartment, room, or suite number for the school. This is an optional element.

schoolCity

This is the city of the school's address. This is an optional element.

schoolState

This is the two character postal abbreviation for the state of the school's address. For example: WY. This is an optional element.

schoolZip

This is the numeric zip code for the school's address. It can be entered as the 5 digit zip code or 10 digits using the zip +4. If you use zip +4, please include the hyphen as in "12345-6789". This is an optional element.

schoolPhone

This is the school's telephone number. Mobile numbers are accepted. Hyphens are not included as shown in the following example: "3075558751". This is an optional element.

schoolDistrictURL

This is the URL for the website of the school. This is an optional element.

stateID

The WDE 7-digit ID for the school of the student's enrollment. This is a mandatory element.

gradDate

This is the date on which the diploma or credential is awarded to a student in recognition of his or her completion of the curricular requirements. The student's graduation date should be entered in the format: YYYYMMDD. This is a mandatory element for grade level 12 transcripts; otherwise it is optional.

Of note, if a grade level 12 student has not yet graduated at the time the transcript files are loaded, enter the expected date of graduation. The word "Expected" will appear on the transcript behind the graduation date when transcripts are loaded on dates that occur before the expected graduation date.

endorsementType

This is the type of high school diploma endorsement obtained by a student per [W.S. 21-2-304\(a\)\(iv\)\(A\)\(B\)\(C\)](#) based on his or her performance level of the common core knowledge and skills detailed in [W.S. 21-9-101\(b\)](#). This element is mandatory for grade level 12 transcripts; otherwise it is optional.

Valid values:

- General
- Advanced
- Comprehensive
- Pending (only valid prior to the date of graduation)

successCurriculumLevel

This is the level of Hathaway Scholarship Success Curriculum courses completed; not the award level a student is eligible to receive. The post-secondary institution where the student enrolls makes the final scholarship level determination based on this value, the student's unweighted GPA, and his or her highest ACT or WorkKeys score. This is a mandatory element for grade level 12 transcripts; otherwise it is optional.

Valid values:

- Honors/Performance
- Opportunity
- Provisional Opportunity
- None (if no level of Success Curriculum requirements were met)

successCurriculumWaiver

This identifies whether or not a student has received a Hathaway Scholarship Success Curriculum waiver. This is a mandatory element for grade level 12 transcripts; otherwise it is optional.

Valid values are “Y” and “N”.

When this element is “Y”, the words “with Waiver” will appear on the transcript after the Hathaway Success Curriculum Level completed by the student. Additional explanatory information about Hathaway Success Curriculum waivers follows:

In rare instances, such as not being able to complete foreign language courses due to being deaf, school counselors facilitate a student’s request for a Hathaway Success Curriculum waiver from the Wyoming Department of Education. If a waiver is approved (counselors are informed of waiver decisions), indicating “Y” in this field will account for the discrepancy between the level of Hathaway Success Curriculum completed and the Hathaway courses indicated on the student’s transcript.

For example, if a student receives a waiver for the Hathaway Success Curriculum foreign language requirements but has completed all other Honors/Performance curriculum requirements, because the words “with Waiver” will appear after “Honors/Performance” on the transcript, the transcript will pass post-secondary and electronic verification even though foreign language courses are not included. (Of note, the post-secondary institutions will still require students to provide the waiver approval when their Hathaway Scholarship application is being verified.)

gpaUnWeighted

The unweighted Grade Point Average (GPA) is a measure of average performance in calculated on a 4.0 scale on all courses taken by an individual during his or her school career as determined for record-keeping purposes. This is obtained by dividing the total grade points received by the total number of credits attempted. This usually includes grade points received and credits attempted in his or her current high school as well as those transferred from high schools in which the individual was previously enrolled. This is a mandatory element for all grade level 12 transcripts; otherwise it is optional.

This is a numeric element and must include 2 decimal places, e.g., 3.59 out of a 4.00.

gpaWeighted

The weighted GPA is a measure of average performance in all courses taken by an individual during his or her school career as determined for record-keeping purposes. This is obtained by dividing the total grade points received by the total number of credits attempted. This usually includes grade points received and credits attempted in his or her current school as well as those transferred from schools in which the individual was previously enrolled. In this average, a higher value may be given for more difficult courses, and thus the average may be higher than an un-weighted average. This is an optional element.

This is a numeric element and must include 2 decimal places, e.g., 3.59 out of a 4.00.

creditEarned

The number of credits a student earned for completing courses included in this transcript. This is a mandatory element.

classSize

This is the total number of students in the student's graduating class. This is an optional element.

classRank

This is the academic rank of a student in relation to his or her graduating class (e.g., 1st, 2nd, 3rd). This is an optional element.

rankDate

This is the date on which the class ranking was computed. Dates should be entered in the following format: YYYYMMDD. This is an optional element.

birthCity

This is the name of the city in which the individual was born. This is an optional element.

schoolEntryDate

This is the date on which an individual entered the reporting school. Dates should be entered in the following format: YYYYMMDD. This is an optional element.

englishProficiency

This identifies whether the student is an English Language Learner (ELL). This is an optional element.

Valid values are “Y” and “N”.

foreignLangugeProficiency

This identifies whether students who graduate in 2013-14 or 2014-15 (or previously) have completed the district established foreign language proficiency requirements for the Hathaway Scholarship Success Curriculum level of Opportunity or Provisional Opportunity. This is a mandatory element for grade level 12 transcripts; otherwise it is optional.

Valid values are “Y” and “N”.

Generally, Curriculum Coordinators are the points-of-contact for setting and monitoring a district's foreign language proficiency requirements.

creditAttempted

This is the total value of credit hours attempted whether or not included in the hours for GPA or hours earned. This is an optional element.

This is a numeric element that can include up to 2 decimal places.

gpaCreditEarned

This is the total value of credit hours used to calculate the Grade Point Average. This is an optional element.

This is a numeric element that can include up to 2 decimal places.

gpaQualityPoints

This is the total value of quality points used for the calculation of the Grade Point Average. This is an optional element.

This is a numeric element that can include up to 2 decimal places.

Student Courses File – File Name:

“StudentsCourses.csv”

The WDE949 consists of four files. The second file is the Student Courses File. Repeat these data elements for all courses. The purpose of this file is to submit course information for each student. It contains 14 elements. Two elements are conditional and eleven are mandatory and are highlighted in yellow in the list below. This file is required for all transcript submissions.

This file must be named “StudentsCourses.csv” or it will not be accepted. The element names (headers) **must appear exactly** as below or the file will not be accepted.

- | | |
|--------------------|------------------------------|
| • wiserID | • courseID |
| • courseSchoolName | • scedCode |
| • termYear | • title |
| • termCode | • scholarshipCourseIndicator |
| • sessionCode | • preNinthHath |
| • startDate | • mark |
| • endDate | • creditEarn |

wiserID

This is the WDE 8-digit state assigned WISER ID student record identifier for the student. It will be verified against the State Registration System (SRS). This is a mandatory element.

courseSchoolName

The full, legally accepted or popularly accepted name of the school where the course was provided. This is a mandatory element.

termYear

This is the year for the reported school session of the course. This is a mandatory element.

The value can be in either format: xxxx or xxxx-xxxx. For example: 0910 or 2009-10.

termCode

The name of the prescribed span of time when an education institution is open, instruction is provided, and students are under the direction and guidance of teachers and/or education institution administration (e.g., Fall Semester, Full Year, Summer School). A session may be interrupted by one or more vacations. This is a mandatory element.

sessionCode

This is the designator for multiple course entries within a single term.(e.g., if term 1400 is a yearlong course, the S1 would designate the fall entry and S2 would designate the spring entry.) This is a mandatory element.

startDate

This is the month, day, and year on which a session begins. For yearlong courses with multiple terms, this date needs to reflect the correct date for this particular term of the course. Session start date should be entered in the format: YYYYMMDD. This element is optional for courses provided by schools outside the reporting district but is mandatory for courses provided by schools within the reporting district.

endDate

The month, day, and year on which a session ends. For yearlong courses with multiple terms, this date needs to reflect the correct date for this particular term of the course. Session end date should be entered in the format: YYYYMMDD. This is a mandatory element for all courses, even those provided by schools outside the reporting district.

For courses provided by schools outside the reporting district, valid values are dates consistent with the reporting district's school year calendar.

courseID

The actual code that identifies the organization of subject matter and related learning experiences provided for the instruction of students. This is a district assigned code that can be replaced with the SCED code at the district's discretion. This is a mandatory element.

scedCode

This is the SCED code associated with each course including Hathaway Success Curriculum courses taken prior to ninth grade. This element is mandatory for all courses taken beginning with senior class of 2010 and with each year to follow so that by 2013 all courses taken from 9-12 grade will have SCED codes assigned to them (if they were taken within a Wyoming school district).

The format should be NNNNNCN.NNNN where N = a number, and C = a letter. Character 11 must be less than or equal to character 12. Character 6 = B, G, E, or H. The value "NoCourseSCED" may be used for transfer-in courses where the SCED code is unknown.

This element is optional for courses provided by schools outside the reporting district.

title

This is the course title, the descriptive name given to a course of study offered in a school or other institution or organization. In departmentalized classes at the elementary, secondary, and post-secondary levels (and for staff development activities), this refers to the name by which a course is identified (e.g., American History, English III). For elementary and other non-departmentalized classes, it refers to any portion of the instruction for which a grade or report is assigned (e.g., reading, composition, spelling, and language arts). This is a mandatory element.

scholarshipCourseIndicator

This is an indication of whether this course is a Hathaway Scholarship Success Curriculum course as reported on the district's Hathaway Success Curriculum Verification Form and the WDE638 Collections for each relevant school year of the transcript. In other words, this indicates Success Curriculum courses a student completed even if the course is no longer part of the district's Success Curriculum. It also indicates transfer-in courses (including those from out-of-district placement) the district deemed as meeting Hathaway Success Curriculum criteria and Success Curriculum courses taken prior to ninth grade. This is a mandatory element.

Valid values are "Y" and "N".

preNinthHath

This identifies Hathaway Success Curriculum courses taken prior to ninth grade. All Hathaway Success Curriculum courses must appear on grade level 12 transcripts, even if they were completed prior to ninth grade. Districts may include credits earned for these courses if it is their policy to do so. This is an optional element for grade level 9 transcripts.

Valid values are "Y" and "N".

If the value is "Y", creditEarn becomes an optional element for this course.

mark

This is the final indicator of student performance in a class as submitted by the instructor. It can be two characters long. This is a mandatory element.

Valid values include letter grades of A, B, C, D, F, AU, I, N, NC, NG, O, P, PA, S, U, W, WF, WP or numbers 0-100. A “+” or “-” may follow a letter grade.

creditEarn

This is the number of credits a student earned for completing this course. This is a mandatory element for all courses other than those that are identified as preNinthHath.

This is a numeric field that can include up to 2 decimal places.

Student Test File – File Name:

“StudentsTests.csv”

The WDE949 consists of four files. The third file is the Student Test File. Repeat these data elements for all tests/assessments. The purpose of this file is to submit assessment results for each student. The results of multiple assessments may be submitted and will appear on the transcript. This file is optional for grade level 9 transcripts.

This file must be named “StudentsTests.csv” or it will not be accepted. The element names (headers) must appear **exactly as below** or the file will not be accepted.

- | | |
|---------------|-------------|
| • wiserID | • testScore |
| • testType | • scoreType |
| • subtestName | • testDate |

wiserID

This is the WDE 8-digit state assigned WISER ID student record identifier for the student. It will be verified against the State Registration System (SRS). This is a mandatory element.

testType

This is the title or name of the assessment. This is a mandatory element if the file is sent.

subtestName

This is the description of the content or subject area (e.g., arts, mathematics, reading, stenography, or a foreign language) of an assessment. This is an optional element for grade level 9 transcripts.

testScore

This is the description of a meaningful raw score or statistical expression of the performance of this student on this assessment. This field can be up to 25 characters long. This element is mandatory if the file is sent.

scoreType

This is the method or type of score for this student on this assessment. PESC Test Score Methods are: Scaled, Graded, Standard, Raw, Percent, Mastery, Adjective, Stanine, Percentile, Normal Curve, Equated, and Local. For scores like the EXPLORE, they should be reported as scaled scores. This element is mandatory if the file is sent.

testDate

This is the month, day, and year in which the outcome of the test/assessment is recorded for the student. This is a mandatory element for any test scores in the file for grade level 9 transcripts. Dates should be entered in the format: YYYYMMDD.

Student Immunization File – File Name:

“StudentsImmunizations.csv”

The WDE949 consists of four files. The fourth file is the Student Immunizations File. Repeat these data elements for all immunizations. The purpose of this file is to place immunization history on the transcript for the student. It contains 4 elements which are optional but must be supported. If a district chooses to not submit any immunization history for any students, this file does not need to be sent. This file must be named “StudentsImmunizations.csv”.

The element names (headers) must appear **exactly as below** or the file will not be accepted.

- wiserID
- ImmunizationType
- ImmunizationDate
- ImmunizationStatus

wiserID

This is the WDE 8-digit state assigned WISER ID student record identifier for the student. It will be verified against the State Registration System (SRS). This is a mandatory element if the file is sent.

ImmunizationType

This is an indication of the type of immunization that an individual has satisfactorily received. It can be up to 25 characters long. This is a mandatory element if the file is sent.

ImmunizationDate

This is the month, day, and year on which this student received this immunization. This is a mandatory element if the file is sent. Dates should be entered in the format: YYYYMMDD.

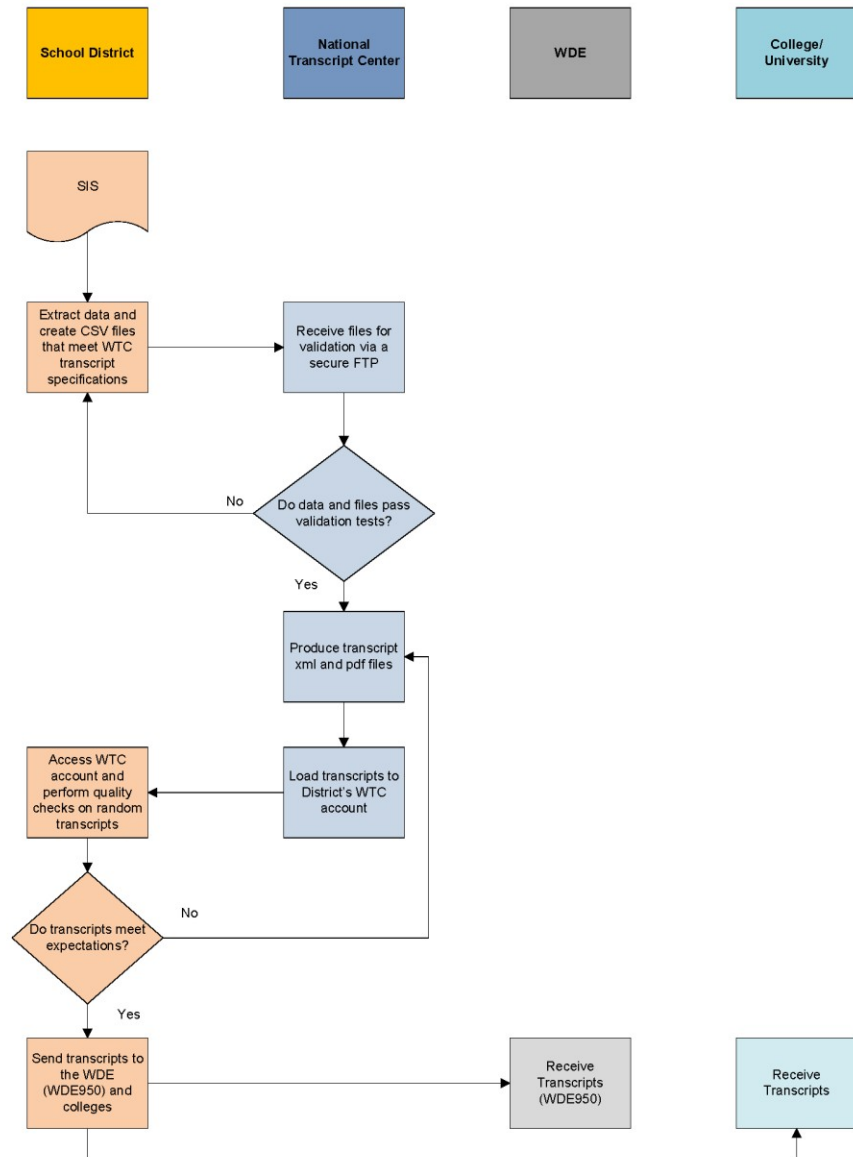
ImmunizationStatus

This is an indication of circumstances or situations affecting the immunizations of this individual. This is an optional element.

- RE – Religious Exemption
- ME – Medical Exemption
- CE – Conditional Exemption
- DE – Disease Exemption

Process Flowchart

Process of Generating Transcripts and Submitting the WDE 949



Private and Public Key Generation

To provide Wyoming districts with a high level of security for student information, the National Transcript Center now uses a Private and Public Key authentication for connecting to the secured FTP (SFTP) site used for receiving extract files from the school districts. PuTTY Key Generator can be used to create the Private and Public Key pair.

For PC users
(Macintosh users see page 22)

Download the PuTTY Key Generator to your desktop.

<http://the.earth.li/~sgtatham/putty/latest/x86/puttygen.exe>

Click on the PuttyGen.exe icon on your desktop.

When PuTTY Key Generator starts you should see the screen as in Figure 1.
Make sure SSH-2 RSA is selected at the bottom.

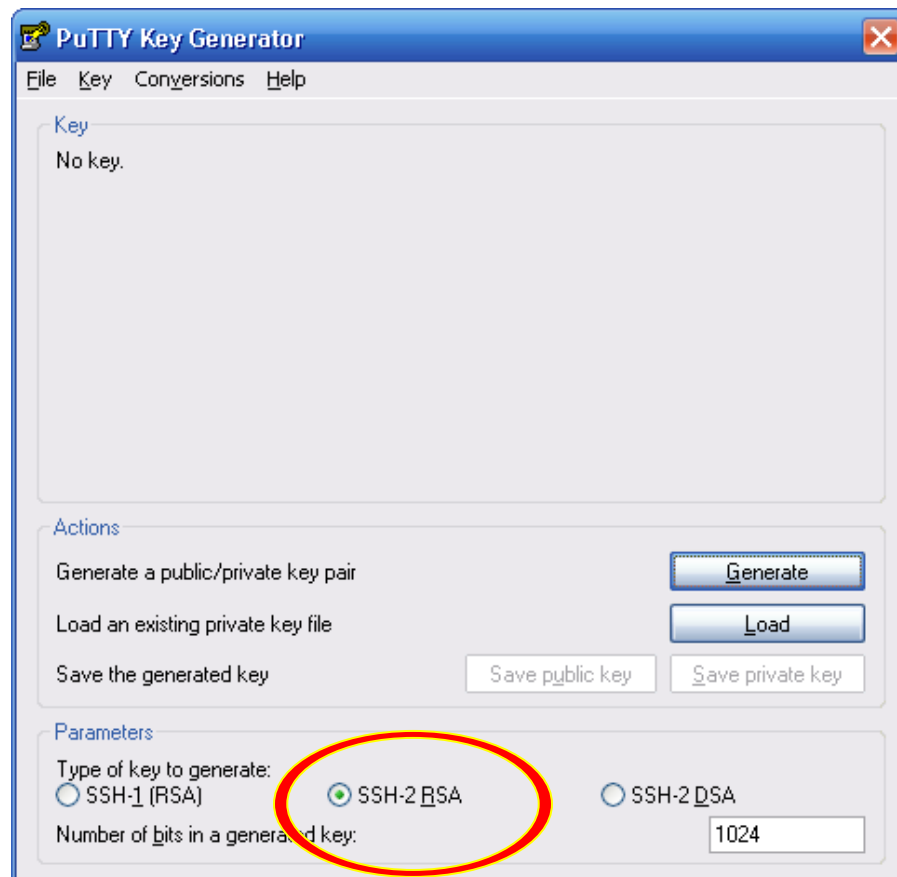


Figure 1

5. Click on the Generate button and you will be asked to move the mouse. The screen will appear as in Figure 2.

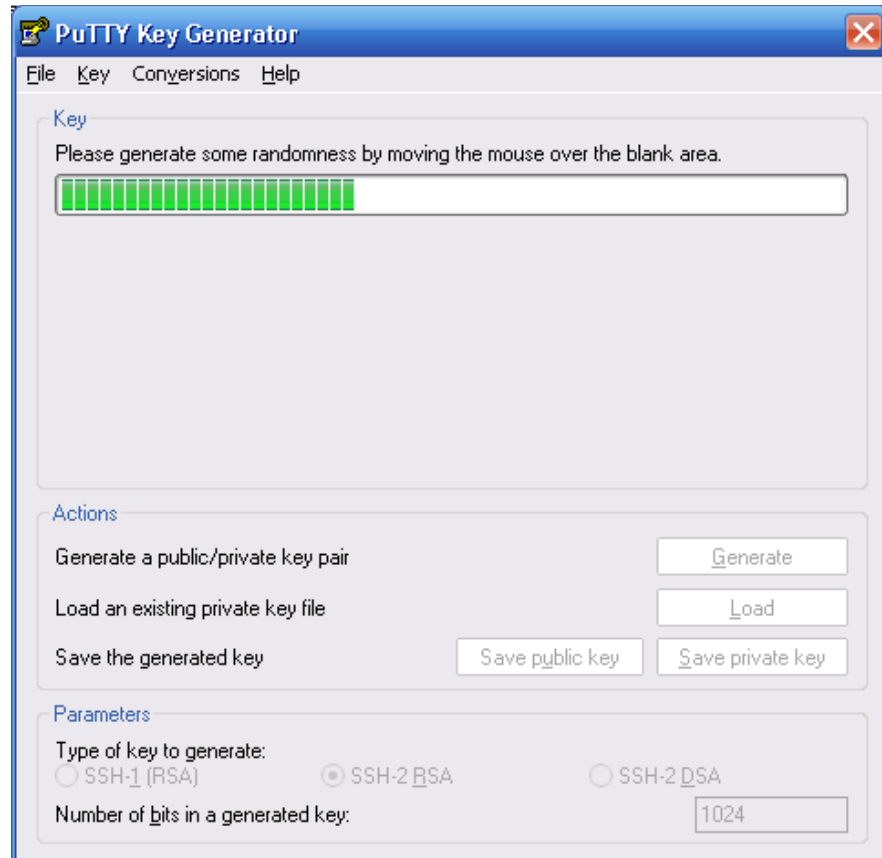


Figure 2

6. The top box contains the Public Key. You will need to copy this public key from the top box and email it to ntcsupport@hobsons.com. It is safe to email the public key.

Note: For you to be able to connect to the SFTP this public key must be sent.



Figure 3

7. You will then need to decide whether to put a passphrase on your private key.

If you enter a passphrase on this screen, you will be prompted for it when connecting to the SFTP site.

If everyone using your computer (everyone able to access the stored private key) is authorized to upload to the SFTP site then you may choose not to use a passphrase.

8. Next you will need to click on the Save Private Key button.

9. Enter a name for your District's Private Key and be sure to remember where the file is located. Click Save.

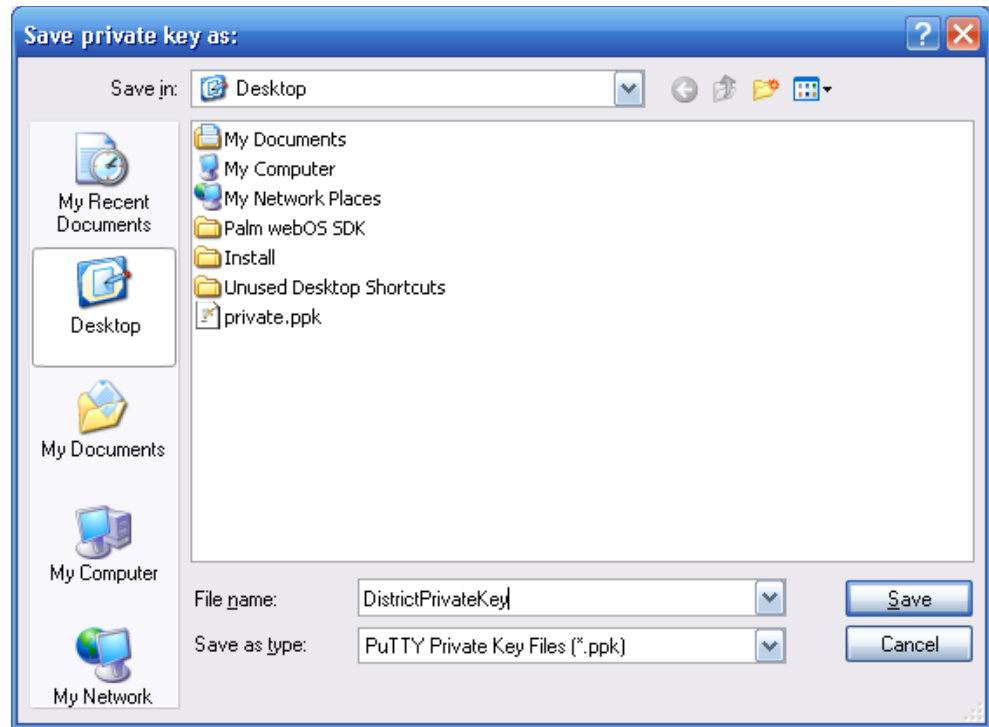


Figure 4

10. Now that you have emailed the public key and have saved your private key; you are ready to proceed to the FileZilla setup.

For Mac users

Open the Terminal and navigate to the folder where you want the keys to be saved.

Run the ssh-keygen command.

You will be asked for a file name in which the key should be saved. Enter a name for your District's Private Key.

You will then be asked for a passphrase (password) for the key. You will need to decide whether to put a passphrase on your private key. If you enter a passphrase you will be prompted for it when connecting to the SFTP site. If everyone using your computer (everyone able to access the stored private key) is authorized to upload to the SFTP site then you may choose not to use a passphrase.

Your private key will have the name that you choose and the public key will have that same name with .pub at the end.

You will need to email the public key (.pub) to ntcsupport@hobsons.com.

It is safe to email the public key.
Note: For you to be able to connect to the SFTP this public key must be sent.

Now that you have emailed the public key and have created your private key; you are ready to proceed to the FileZilla setup.

FileZilla Setup

1. FileZilla can be downloaded from the following website: <http://filezilla-project.org/>

Click on the 'Download FileZilla Client'. Choose the file corresponding with your type of computer.

2. Open the FileZilla Setup file to install the program using the defaults.

3. Click on the FileZilla icon on your desktop to open FileZilla.

4. Click Edit from the menu and choose Settings from the drop down menu. The screen shown in Figure 5 should appear.

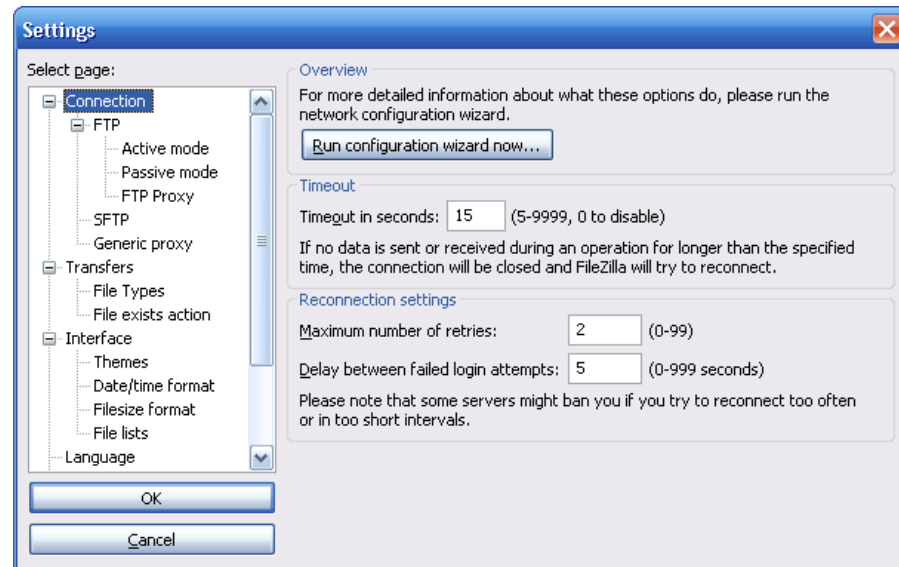


Figure 5

Click on SFTP under the Connection options and a screen like Figure 6 will appear.

Click on the Add keyfile button and choose the private key that you saved to your computer during the Key Generation instructions above.

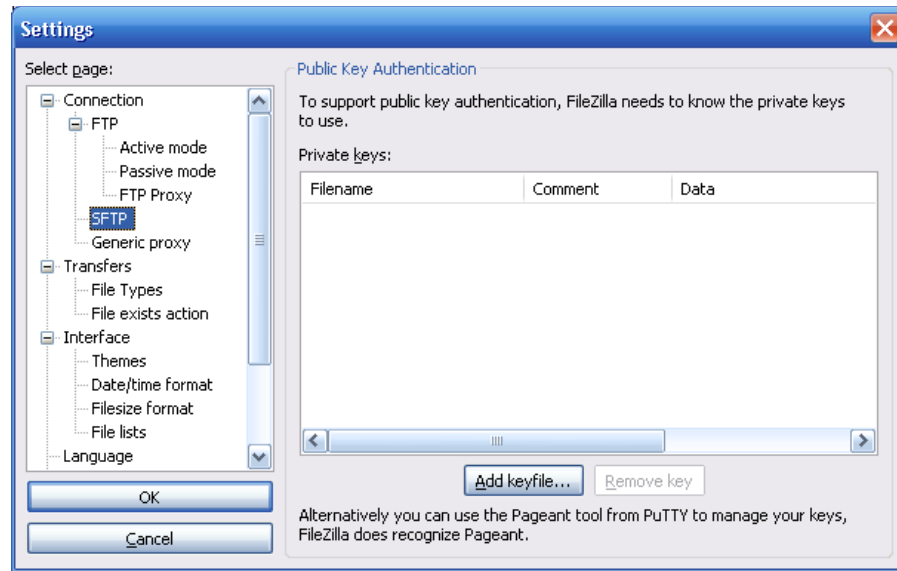


Figure 6

Once your private key appears in the box as in Figure 7 then click on OK.

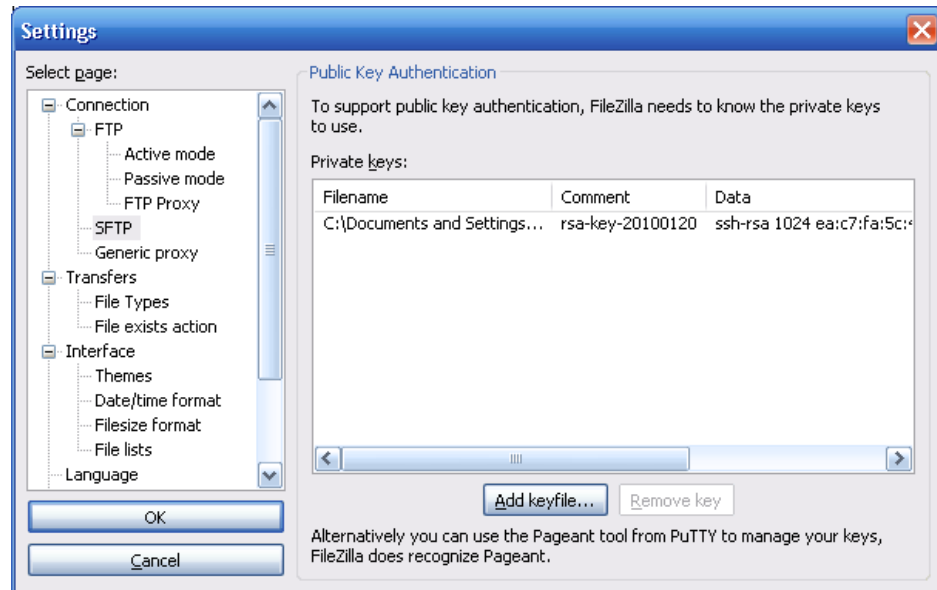


Figure 7

Click File from the menu and choose Site Manager from the drop down menu as shown in Figure 8.

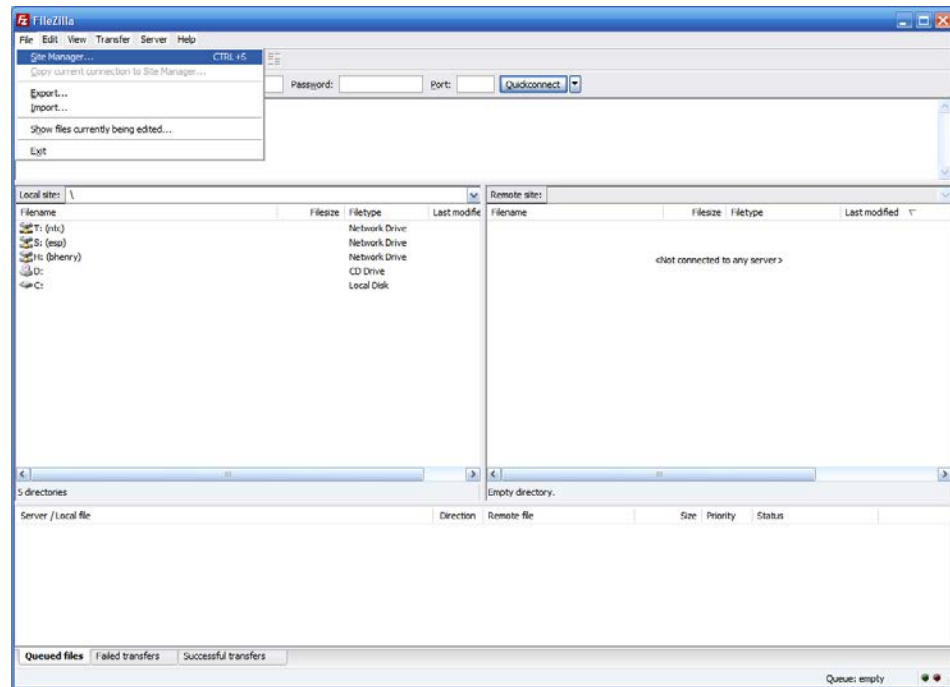


Figure 8

9. The Site Manager configuration window should open as seen in Figure 9.

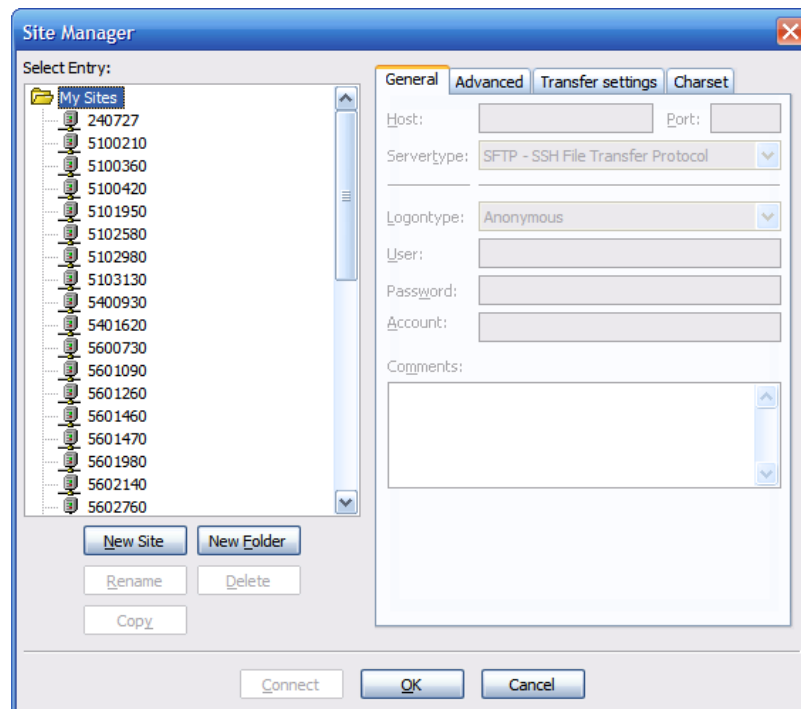


Figure 9

10. Click on the New Site button and rename the default site name to the name of your choice.

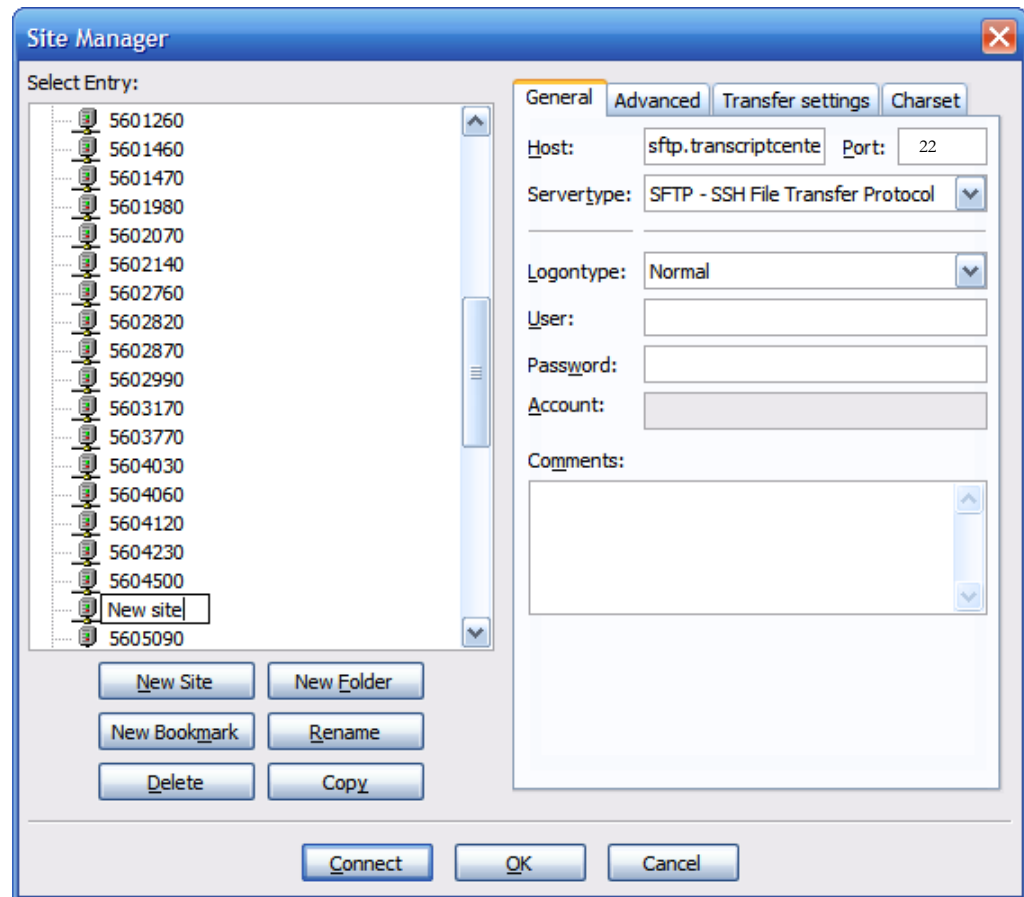


Figure 10

11. Next, configure the WTC SFTP site connection using
 Host: sftp.transcriptcenter.com
 Servertype: SFTP – SSH File Transfer Protocol
 Port: 22
 Logontype: Normal
 User: Your NCES District ID

You can find your NCES District ID at <http://nces.ed.gov/ccd/districtsearch/> or by contacting Hobsons support at ntcsupport@hobsons.com or 877-235-9724.

The password is left blank and not needed since the private key file was added previously to your setting.

12. Click on Connect as seen in Figure 11.

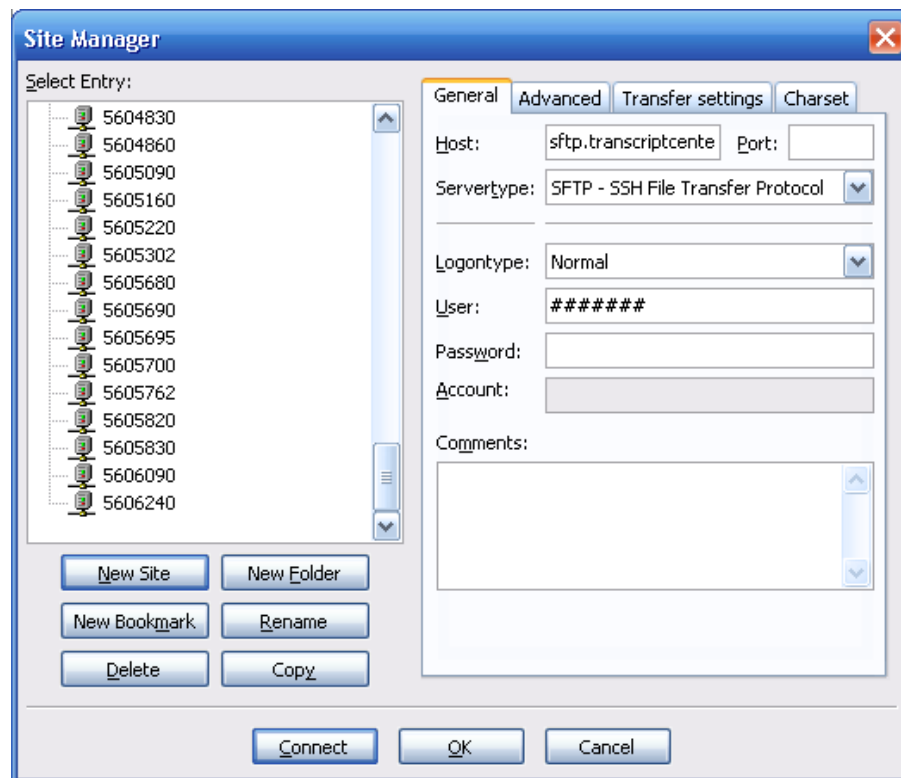


Figure 11

13. ** During future submissions you can start on this step by opening FileZilla and choosing the connection that you just created in the Site Manager. (This requires that the private key and connection is not removed from your computer)

14. When successfully connected, FileZilla should show “Status: Directory listing successful” as shown in Figure 12.

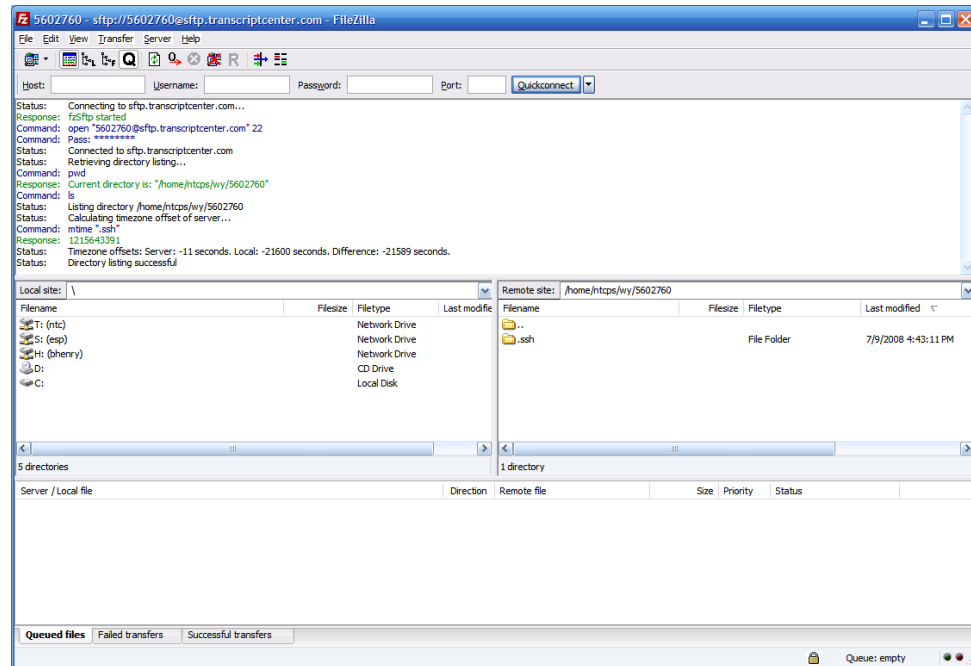


Figure 12

Once connected, locate the 'Local site' box and navigate to the location where your extract files are located.

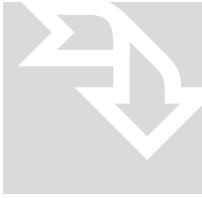
You can now send your SIS extracts to WTC by dragging the files from the left box labeled 'Local Site' to the box on the right labeled 'Remote Site'. Your files are submitted once you see the files in the box labeled 'Remote Site'.

If you encounter any problems or errors connecting to the SFTP site please contact WTC Support at ntcsupport@hobsons.com or 877-235-9724.

You will receive an automatically generated email with "NTC Submission Result" in the subject line from ntcsupport@hobsons.com confirming that your files were received. If you see "Files successfully processed." at the bottom of the message, your files have been accepted. If the files were not accepted, you will see the resulting error report and will need to correct those errors before resending the csv files through FileZilla.

Once your files are successfully processed (accepted), it will take one to two hours before they appear in the Wyoming Transcript Center (WTC). Once you see them in the WTC, they are ready to be sent.

Send to WDE



The next step is to send the transcripts to the WDE.

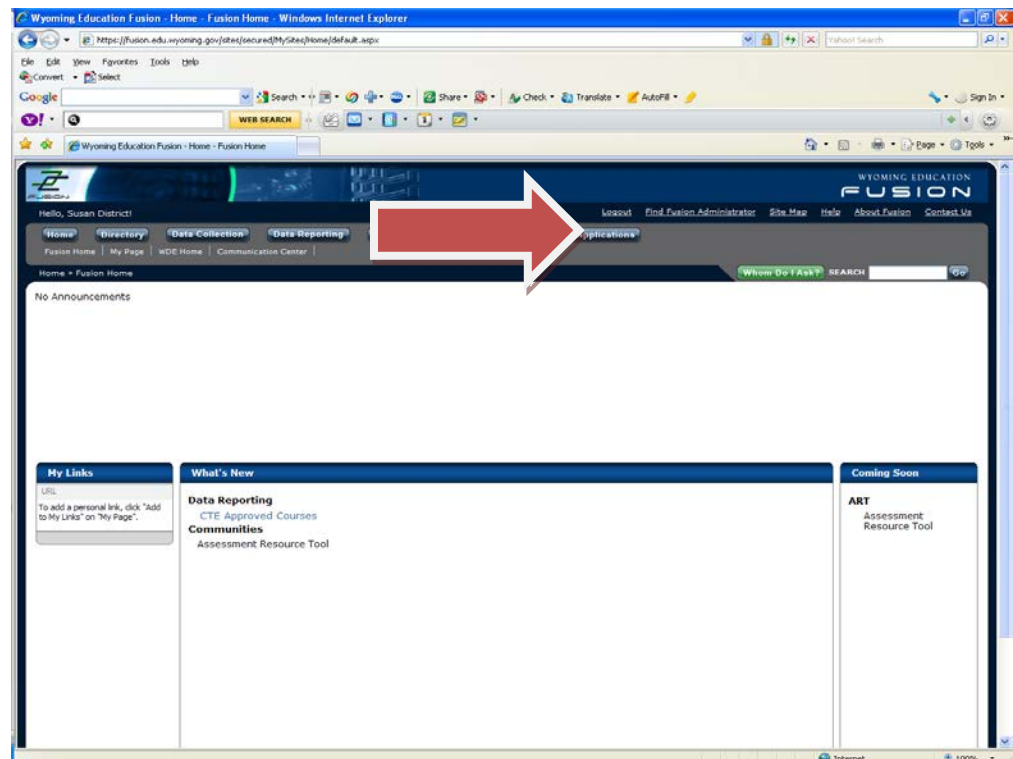
The WDE949 is submitted to the WDE via the Wyoming Transcript Center (WTC). The WTC is used because it is secure. The WTC infrastructure allows school districts to submit data more effectively and efficiently. You can access the WTC in Fusion (directions follow) or by going directly to the login page at <https://wy.transcriptcenter.com/login.do>.

Accessing the WDE949 in Fusion

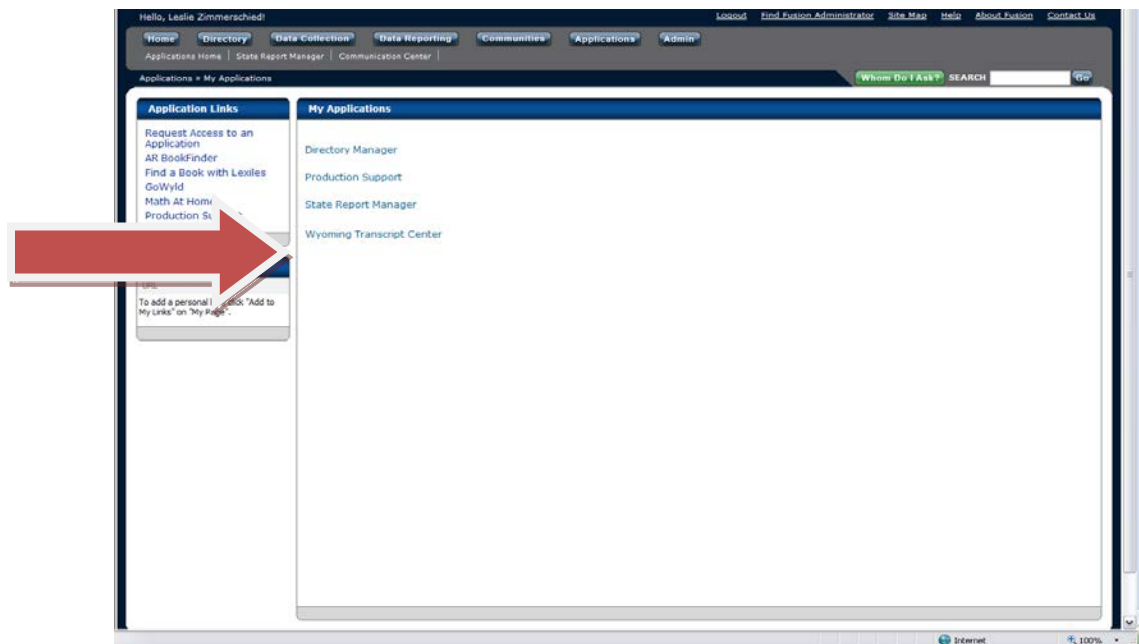
In addition to the traditional way of accessing the Wyoming Transcript Center (WTC), districts are now able to access the WTC through the Wyoming Department of Education Fusion portal with a single sign-on feature.

First check with your district's Fusion Administrator and make sure you have the "Wyoming Transcript Center User" role/

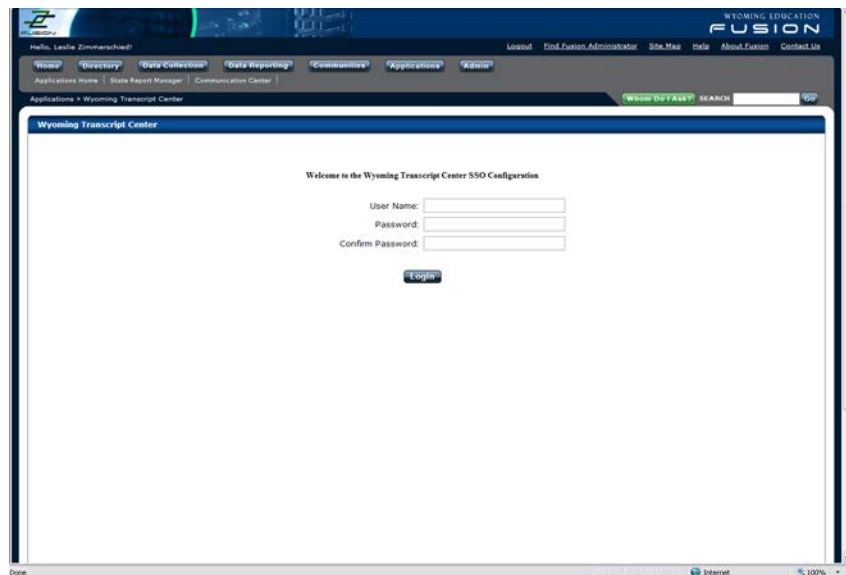
Access the Fusion website by logging into Fusion, <http://fusion.edu.wyoming.gov> using your user name and password.



Click on the blue **Applications** link.



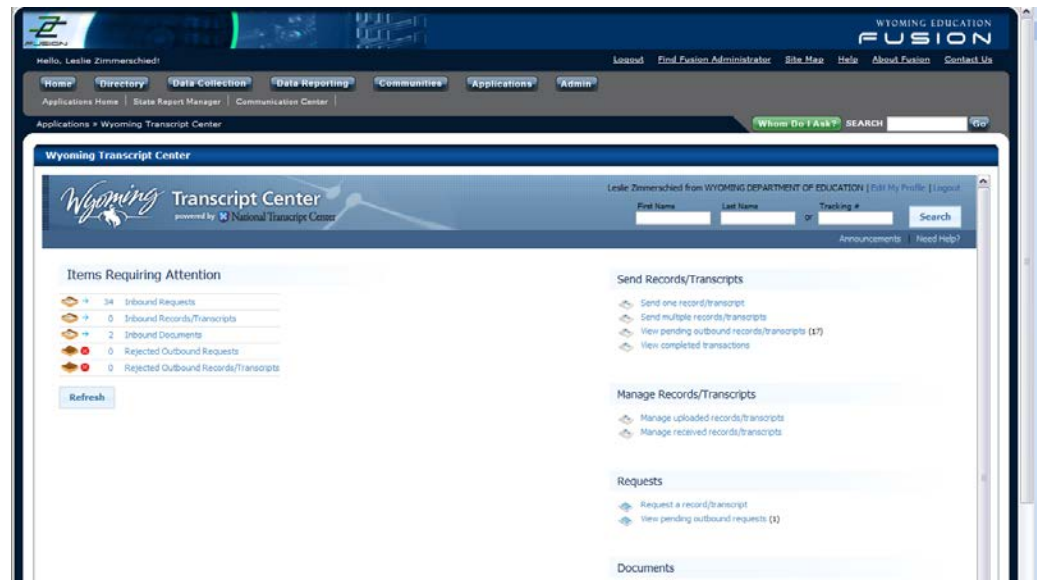
Click on the **Wyoming Transcript Center** link. You will be taken to the WTC sign on page. You should only need to do this the first time you use the Fusion Portal to access the transcript center.



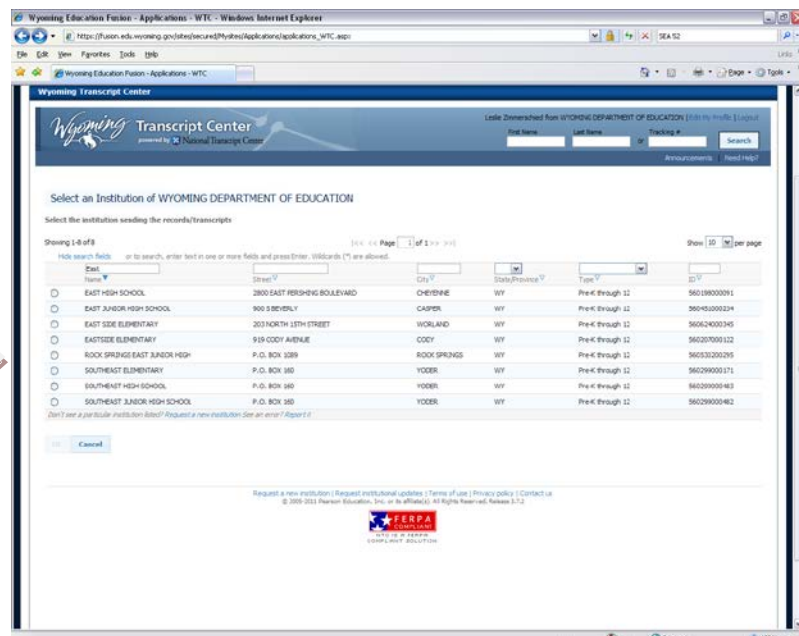
Now you can navigate through the WTC.



At this point, you should view several transcripts chosen at random and perform quality checks. If the transcripts meet expectations, proceed.

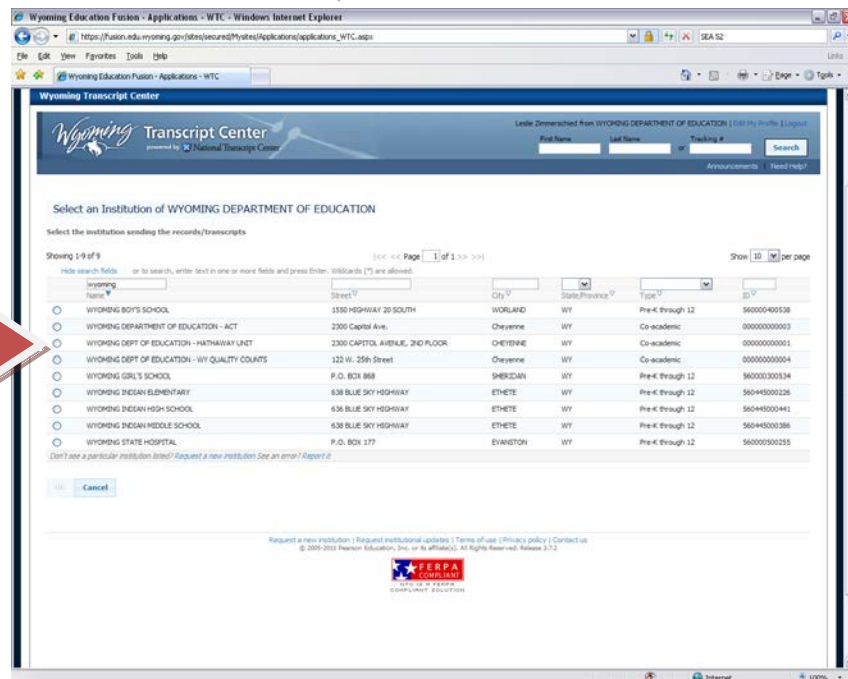
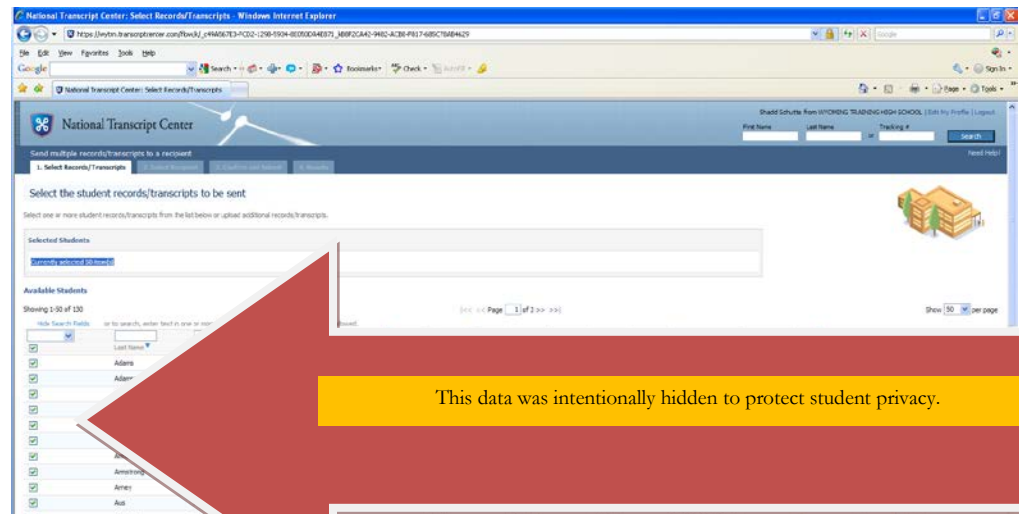


Under the heading “Send Records/Transcripts” on the right, click “Send multiple records/transcripts”.



Then select the school from which you want to send transcripts. You can only choose one at a time.

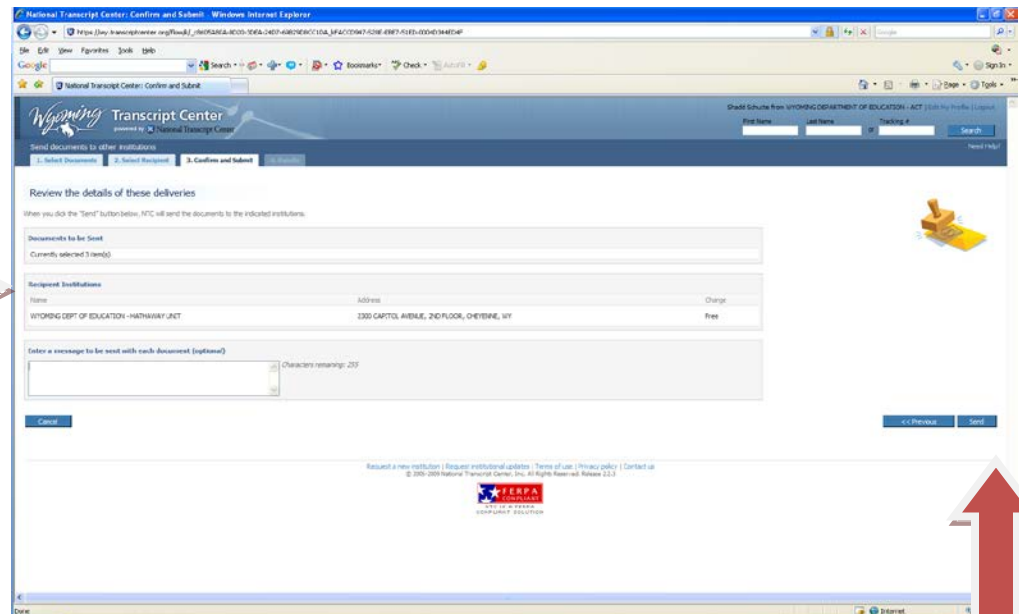
Next, select the students by checking the boxes on the left.



Then select the recipient.

- For the WDE949 data collection, choose “WDE949 9th Grade Transcripts”.

Verify the records and the receiving institution, then click “Send”.



National Transcript Center: Confirm and Submit

Review the details of these deliveries

When you click the "Send" button below, NTC will send the documents to the indicated institutions.

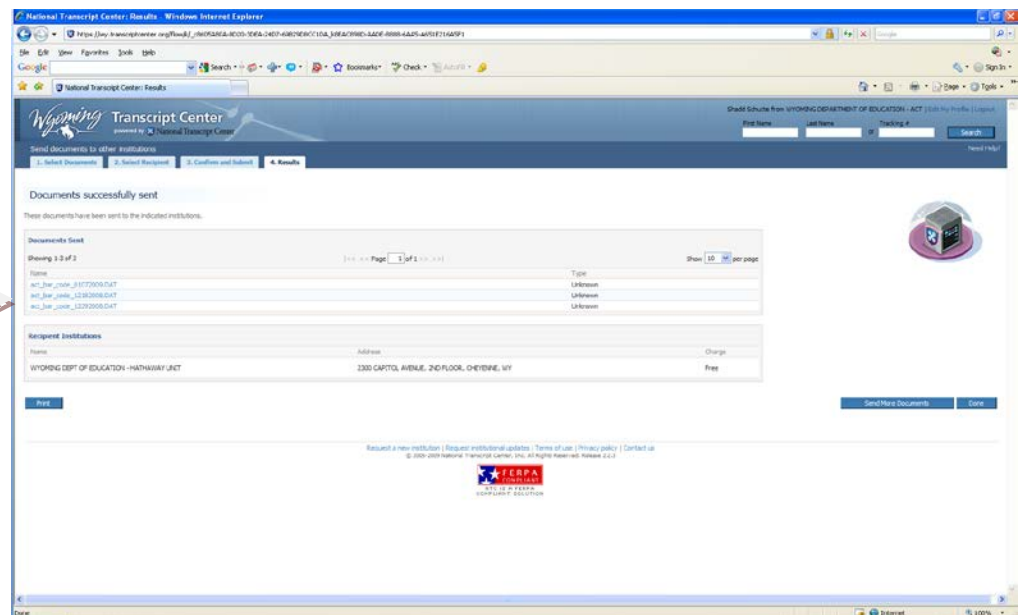
Documents to be sent
Currently selected: 3 item(s)

Recipient Institutions	Address	Charge
WYOMING DEPT OF EDUCATION - HATHAWAY UNIT	2300 CAPITOL AVENUE, 2ND FLOOR, CHEYENNE, WY	Free

Enter a message to be sent with each document (optional)
 (Characters remaining: 255)

[Request a new institution](#) | [Request institutional updates](#) | [Terms of use](#) | [Privacy policy](#) | [Contact us](#)
 © 2009-2010 National Transcript Center, Inc. All Rights Reserved. Release 2.2.3

Then you will receive confirmation and a tracking number for each record sent.



National Transcript Center: Results

Documents successfully sent

These documents have been sent to the indicated institutions.

Documents sent

Showing 3 of 3 | Page 1 of 1 | Show 10 per page

Name	Type
ntc_req_11777009.DAT	Unknown
ntc_req_12302005.DAT	Unknown
ntc_req_12302005.DAT	Unknown

Recipient Institutions	Address	Charge
WYOMING DEPT OF EDUCATION - HATHAWAY UNIT	2300 CAPITOL AVENUE, 2ND FLOOR, CHEYENNE, WY	Free

[Request a new institution](#) | [Request institutional updates](#) | [Terms of use](#) | [Privacy policy](#) | [Contact us](#)
 © 2009-2010 National Transcript Center, Inc. All Rights Reserved. Release 2.2.3

Upon the submission of all graduating student transcript records to the WTC WDE949 9th Grade Transcripts account, you have fully satisfied the requirements for the WDE949 collection.

Collection Schedule

It is highly recommended that each school district load data by Friday, October 17, 2014. This will ensure that data can be validated and errors can be corrected before the due date.

Collection Window:
09/22/2014 – 10/31/2014

School district personnel may upload data and submit files at any time on any day of the collection window.

School districts have opportunities to make corrections prior to October 31, 2014.

Frequently Asked Questions

WHOM DO I CONTACT REGARDING WDE949 CONTENT QUESTIONS?

Sean McInerney – 307-777-8752 or sean.mcinerney@wyo.gov

WHOM DO I CONTACT REGARDING DATA UPLOAD QUESTIONS OR NEED SUPPORT WITH FILEZILLA?

WTC Support - ntcsupport@hobsons.com or 877-235-9724.

WHOM DO I CONTACT REGARDING USERNAME AND PASSWORDS FOR THE WYOMING EDUCATION FUSION PORTAL?

Your district's Fusion Administrator.

WHOM DO I CONTACT REGARDING THE WISE PROJECT AS A WHOLE?

Susan Williams – 307-777-6252 or susan.williams@wyo.gov

WHOM DO I CONTACT IF I NEED A WISERID?

Your district's WISE Coordinator.