

Process to Join the Wyoming Switchboard Network (WSN) For Out-of-State Partnerships

Prior to collaborating with an out-of-state distance education program provider, school districts should be familiar with the current policies outlined in both the Chapter 41 Distance Education Rules ([Link](#)) and the WSN Resident District Handbook ([Link](#)).

To join the Wyoming Switchboard Network (WSN) as a district using an out-of-state partnership, a "Program Overview" must be completed:

- The "General Information" section details the sponsoring Wyoming school district(s) authorizing the partnership, the school(s) that will enroll students and accept credits for the distance education course content, and a district/school administrative contact that assumes primary responsibility for the program.
- Select the out-of-state program provider(s) that the district will be utilizing. Information for the known providers are already provided: program title, location, accreditation status, and website. For programs that are not listed, please provide the name and website.
- Select which grade levels will be served by the program(s).
- Select the method(s) of delivery for the distance education instruction: online, interactive video, or other.
- Check each of the assurances to verify that the district is aware of and has fulfilled the requirements for partnering with an out-of-state distance education provider.

Submit the "Program Overview" file electronically to the WDE Distance Education Consultants using subject line "Out-of-State Partnership"

If there are any questions regarding this information, please contact the WDE's Digital Learning Consultants: Alicia Kerns (307-777-3679 or alicia.kerns1@wyo.gov) or Lori Kimbrough (307-777-7418 or lori.kimbrough1@wyo.gov).