

To upload and send Exemption Requests to the Wyoming Department of Education (WDE), you need to log-in to the [Wyoming Transcript Center](#) (WTC). This requires a WTC user name and password. The person within your district that has access to the WTC is the person that completes the WDE949 and WDE950 reporting to the WDE. Please have this person upload and send exemption requests to the WDE.

After logging into the WTC, you will be on the main Transcript Center page. *Please note: The following screen shots may be different than what you, the user, might see as some options depends on how the WTC user account is set up.*

The screenshot shows the Wyoming Transcript Center dashboard. At the top, there is a header with the Wyoming Transcript Center logo, "powered by National Student Clearinghouse", and user information for Elizabeth Foster from the Wyoming Department of Education. A search bar is located in the top right corner. The main content area is divided into several sections:

- Items Requiring Attention:** A list of items with counts: Inbound Requests (0), Inbound Student Documents (0), Inbound Documents (10), Rejected Outbound Requests (0), and Rejected Outbound Student Documents (0). A "Refresh" button is below this list.
- Send Student Documents:** A section with four options: "Send one student document", "Send multiple student documents", "View pending outbound student documents (103)", and "View completed transactions". A red arrow points to the "Send multiple student documents" option.
- Manage Student Documents:** A section with three options: "Manage uploaded student documents", "Manage received student documents", and "View archived transcripts".
- Requests:** A section with two options: "Request a student document" and "View pending outbound requests (0)".
- Documents:** A section with three options: "Send documents", "View pending outbound documents (10)", and "Manage documents".

Under the 'Send Student Documents' heading, select the 'Send multiple student documents' option. If you just have one document to send, then select 'Send one student document'. Once the appropriate 'Send' option is selected, you may have to indicate which institution you are affiliated with due to your user account settings. The institution does not have to be the actual institution that is sending the Exemption Request. Please enter the name of the school with which the Exemption Request is associated.

Once the appropriate 'Send' option is selected, you will be able to upload your document(s). The document has to be a .pdf and should be named 'District\_Wiser ID' For example: Laramie1\_55566677, or 0101000\_44477799.

Elizabeth Foster from WYOMING DEPARTMENT OF EDUCATION | [Edit My Profile](#) | [Logout](#)

First Name Last Name or Trading # Search

Send multiple student documents to a recipient

1. Select Student Documents 2. Select document 3. Confirm and Submit 4. Results

Announcements | [Need Help?](#)

### Select the student documents to be sent

Select one or more student documents from the list below or upload additional student documents.

**Selected Students**

Showing 0-0 of 0 first previous Page 1 of 0 next last Show 10 per page

Name	Gender	Date of Birth	Student #	Document Type	View	Attachments
(Please select the student documents to be sent)						

**Available Students**

Search for a Student Document

Show additional columns

Showing 1-4 of 4 first previous Page 1 of 1 next last Show 10 per page

<input type="checkbox"/>	Last Name	First Name	Middle Name	Suffix	Gender	Date of Birth	Student #	Document Type	Uploaded	Type	View	Attachments
<input type="checkbox"/>	another	student			Male	12/15/2016	4545	Other Document	12/16/2016 9:41:21 AM		PDF	<a href="#">Add attachment</a>
<input type="checkbox"/>	foster	liz			Female	09/12/2016	123	Other Document	09/12/2016 10:14:18 AM		PDF	<a href="#">Add attachment</a>
<input type="checkbox"/>	Last	First			Male	12/15/2016	12345678	Other Document	12/15/2016 4:11:10 PM		PDF	<a href="#">Add attachment</a>
<input type="checkbox"/>	Student	Another			Female	12/16/2016	545454	Other Document	12/16/2016 8:58:24 AM		PDF	<a href="#">Add attachment</a>

All times in local time zone

[Cancel](#) [Upload](#) [Next](#)

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Uploaded documents will remain on the WTC for 90 days. Click the 'Upload' button to process new Exemption Requests.

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First Name  Last Name  or Tracking #

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### Upload Student Documents for institution WDE Administration

Select browse to select file to be uploaded:

Retain current attachments when updating student documents

You have permission to upload the following student transcript/record file formats:

- PESCS\_HS\_v1.1.0\_PS\_v1.2.0: Standard data file format.
- PDF: PDF rendering of the student document. After upload, prompts for student information
- ZIP: Bulk PDF Upload. The ZIP File contains one CSV file for mapping the student information to a PDF transcript, and a PDF file for each student. [Download Bulk PDF XLS Template.](#)

Select type of upload

**Transcripts**

- Record/Transcript
- Transcript (Initial)
- Transcript (Midyear)
- Transcript (Final)
- Transcript (Optional)
- Transfer Transcript 1
- Transfer Transcript 2
- Transfer Transcript 3

**Reports**

- NACAC Midyear Report
- NACAC School Report
- Other School Report
- Other Midyear Report
- Other Final Report
- Grade Report
- Current Courses

**Teacher Documents**

- Written Evaluation
- Teacher Eval

**Explanation of Change**

- Midyear Change Explanation
- Final Change Explanation
- Other Change Explanation

**Other**

- School Profile
- Other Document



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Once the 'Upload' button has been selected, you will see this screen. Please select 'Other Document'. From your file browser select the .pdf file you wish to upload. After you have a file selected, the 'Upload' button will become available. Click the 'Upload' button. You will then receive the next input screen:



### Enter the student demographic data for the PDF Transcript

Required fields are marked with an asterisk (\*).

#### Student Demographic Information

\*First Name:

\*Gender:

Middle Name:

\*Date of Birth:

\*Last Name:

\*Student Number:

Suffix:

\*Student Number Type:

Grade Level:

Cancel

This screen is asking for information about the student for whom you are submitting the Exemption Request. Please fill in the required fields, without using any identifiable information. For example, into the 'First Name' field please type *Request*, and into the *Last Name* field type 'Exemption'. The *Date of Birth* should be the submission date, etc. The WTC requires this information for uploading as this is how the file will be identified on the WTC. The WDE does not need this information to be specific as it is in the uploaded file. Once the required information is filled in, select the 'Upload' button on the far right side of the screen.

Once the file is uploaded, you will have the option to upload another file if the 'Send multiple students documents' has been selected otherwise, just click 'Next'.

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First Name Last Name Tracking # Search

Send multiple student documents to a recipient

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1. Select Student Documents 2. Select Recipient 3. Confirm and Submit 4. Results

### Select the student documents to be sent

Select one or more student documents from the list below or upload additional student documents.



**Selected Students**

Showing 1-3 of 3 first previous Page 1 of 1 next last Show 10 per page

Name	Gender	Date of Birth	Student #	Document Type	View	Attachments
<a href="#">Remove</a> Last, First	Male	12/15/2016	12345678	Other Document	PDF	
<a href="#">Remove</a> Student, Another	Female	12/16/2016	545454	Other Document	PDF	
<a href="#">Remove</a> foster, liz	Female	09/12/2016	123	Other Document	PDF	

**Available Students**

Search for a Student Document

[Show additional columns](#)

Showing 1-3 of 3 first previous Page 1 of 1 next last Show 10 per page

<input checked="" type="checkbox"/>	Last Name	First Name	Middle Name	Suffix	Gender	Date of Birth	Student #	Document Type	Uploaded	Type	View	Attachments
<input checked="" type="checkbox"/>	foster	liz			Female	09/12/2016	123	Other Document	09/12/2016 10:14:18 AM		PDF	<a href="#">Add attachment</a>
<input checked="" type="checkbox"/>	Last	First			Male	12/15/2016	12345678	Other Document	12/15/2016 4:11:10 PM		PDF	<a href="#">Add attachment</a>
<input checked="" type="checkbox"/>	Student	Another			Female	12/16/2016	545454	Other Document	12/16/2016 8:58:24 AM		PDF	<a href="#">Add attachment</a>

All times in local time zone

[Cancel](#) [Upload](#) [Next](#)

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After you have submitted your file document(s), click 'Next':

You will then see the next input screen. Select the 'Secure PDF Recipient' tab.

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First Name Last Name Tracking # Search

Send multiple student documents to a recipient

1. Select Student Documents 2. Select Recipient 3. Confirm and Submit 4. Results

Announcements Need Help?

### Select the recipient of the student documents

Choose from your most frequently used institutions, search for another institution or add the recipient's email address.

Your contract enables you to send records/transcripts to any academic institution in the country - public or private, in-state or out of state, PK-12 or higher education - free of charge. There is also a growing number of co-academic organizations to which you can send, such as the NCAA and scholarship providers.



**Selected Students**

Showing 1-1 of 1 first previous Page 1 of 1 next last Show 10 per page

Name	Gender	Date of Birth	Student #	Document Type	View	Attachments
Last, First	Male	12/15/2016	12345678	Other Document	PDF	
Student, Another	Female	12/16/2016	545454	Other Document	PDF	
foster, lz	Female	09/12/2016	123	Other Document	PDF	

**Selected Recipient**

Name	Address	Charge Per Delivery
(Please select the institution to receive the student documents)		

**Available Recipients**

Most Frequently Used Recipients Institutions **Secure PDF Recipient**

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Name	Street	City	State/Province	Type	ID
<input type="radio"/> (Alternative) Major General Murray	215 N. MELROSE DRIVE	VISTA	CA	Pre-K through 12	54289
<input type="radio"/> (OPEN 2010-11) TRUMAN PRIMARY	601 MEADOW RIDGE RD	NORMAN	OK	Pre-K through 12	402172002702
<input type="radio"/> 1 SCHOOL	260 CENTRAL AVE	LAWRENCE	NY	Pre-K through 12	361623001499
<input type="radio"/> 100 LEGACY ACADEMY CHARTER SCHOOL	3587 SHOPRITE CENTER ROUTE 9	FREEHOLD	NJ	Pre-K through 12	340074303155
<input type="radio"/> 100 SUCCESS ACADEMY	854 BLOUNTSTOWN HIGHWAY	TALLAHASSEE	FL	Pre-K through 12	120111007851
<input type="radio"/> 10TH STREET SCHOOL	7204 27TH AVE NE	MARYSVILLE	WA	Pre-K through 12	530486002475
<input type="radio"/> 11TH STREET ALTERNATIVE SCHOOL	877 E 11TH ST	DOWLING GREEN	KY	Pre-K through 12	210057001686
<input type="radio"/> 12-E-C-1	445 WEST AMELIA ST	ORLANDO	FL	Pre-K through 12	120144007627
<input type="radio"/> 123 YOUNG MARY PRESCHOOL	809 W DEWEILLER DR	SPRINGFIELD	IL	Pre-K through 12	A0103186
<input type="radio"/> 12TH STREET ACAD	420 E 12TH ST	NEW YORK	NY	Pre-K through 12	362058002846

Don't see a particular institution listed? Request a new institution | See an error? Report it

Cancel Previous Next

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Once the 'Secure PDF Recipient' tab is selected, you will need indicate to whom at the WDE you are sending this information. Please enter Michelle Carroll and her email address [michelle.carroll@wyo.gov](mailto:michelle.carroll@wyo.gov) into the appropriate fields.

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Elizabeth Foster from WYOMING DEPARTMENT OF EDUCATION | Edit My Profile | Logout

First Name Last Name or Tracking # Search

Send multiple student documents to a recipient

1. Select Student Documents 2. Select Recipient 3. Confirm and Submit

### Select the recipient of the student documents

Choose from your most frequently used institutions, search for another institution or add the recipient's email address.

Your contract enables you to send records/transcripts to any academic institution in the country - public or private, in-state or out-of-state, PK-12 or higher education - free of charge. There is also a growing number of co-academic organizations to which you can send, such as the NCAA and scholarship providers.

**Selected Students**

Showing 1-3 of 3 first previous Page 1 of 1 next last Show 10 per page

Name	Gender	Date of Birth	Student #	Document Type	View	Attachments
Last, First	Male	12/15/2016	12345678	Other Document	PDF	
Student, Another	Female	12/16/2016	545454	Other Document	PDF	
foster, lz	Female	09/12/2016	123	Other Document	PDF	

**Selected Recipient**

Name Address Charge Per Delivery

(Please select the institution to receive the student documents)

**Available Recipients**

Most Frequently Used Recipients Institutions Secure PDF Recipient

NTC will email the person below and provide a link to download a PDF of the student document from a secure server. We use the industry standard HTTPS protocol to ensure an encrypted communication so that the data transfer is secure. NTC will not use the name or email address for any other purpose.

Name:

Email Address:

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Select the 'Set Recipient' button and then the 'Next' button (located on the lower right of the screen).

The next screen verifies the document(s) being sent and who is receiving them.

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First Name Last Name or Tracking # Search

Send multiple student documents to a recipient

1. Select Student Documents 2. Select Recipient 3. Confirm and Submit

### Review the details of these deliveries

When you select the "Send" button below, NTC will translate the data into the selected recipient's preferred format and send the student document. On the next screen, NTC will provide unique tracking numbers for each student document.

**Selected Students (3)**

Showing 1-3 of 3 first previous Page 1 of 1 next last Show 10 per page

Name	Gender	Date of Birth	Student #	Document Type	View	Attachments
Last, First	Male	12/15/2016	12345678	Other Document	PDF	
Student, Another	Female	12/16/2016	545454	Other Document	PDF	
foster, lz	Female	09/12/2016	123	Other Document	PDF	

**Sending Institution**

Name Address

WDE Administration 2300 CAPITOL AVENUE, 2ND FLOOR, CHEYENNE, WY 82002

**Recipient**

Name Address Charge Per Delivery

Michelle Carroll michelle.carroll@wyo.gov Free

Enter a message to be sent with each student document (optional)

Character remaining: 322

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**STUDENT PRIVACY PLEDGE**  
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Click the 'Send' button and the following screen is shown:

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First Name Last Name or Tracking # Search

Send multiple student documents to a recipient

1. Select Student Documents 2. Select Recipient 3. Confirm and Submit 4. Results

Announcements Need help?

### Deliveries successful

These student documents have been sent to NTC for processing. Use the tracking numbers shown below to receive an up-to-the-minute status of each delivery.

If the recipient is in the NTC partner network, the student documents will be delivered electronically. If the recipient is not in the NTC network, then NTC will send official paper student documents through the NTC Post Center or the supplied email address.



**Sending Institution**

Name: WDE Administration  
Address: 2300 CAPITOL AVENUE, 2ND FLOOR, CHEYENNE, WY 82002

**Recipient**

Name: Michelle Carroll  
Address: michelle.carroll@wyo.gov

**Tracking Information**

Showing 1-3 of 3      First previous Page 1 of 1 next last      Show 10 per page

Tracking ID	Name	Date of Birth	Student #	Document Type
DO437917684	Last, First	12/15/2016	12345678	StudentDocumentType.undefind
DO437945360	Student, Another	12/16/2016	845454	StudentDocumentType.undefind
DO437825576	Foster, Liz	09/12/2016	123	StudentDocumentType.undefind

Print      Send More Records      Done

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**STUDENT PRIVACY PLEDGE**  
SIGNATORY

This screen confirms the submission. You can now select the 'Done' button.

This process is a little bit more involved than the previous process but what is actually happening is that you are securely emailing these student level documents to the WDE via the WTC. Once you send these documents, Michelle receives an email from the WTC notifying her that this information is available for her to retrieve. This means you no longer have to wonder if the WDE received your information.

For questions about this process, please contact Liz Foster at [elizabeth.foster@wyo.gov](mailto:elizabeth.foster@wyo.gov) or (307) 777-7009.