



**WYOMING**  
DEPARTMENT OF EDUCATION

*Creating Opportunities  
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## MEMORANDUM NO. 2016-070

**TO:** School District Superintendents  
WISE Coordinators

**FROM:** Brent Young, Chief Policy Officer

**DATE:** April 18, 2016

**SUBJECT:** Review of WDE 950 Confidential Student Reports

## WDE950 CONFIDENTIAL STUDENT REPORTS AVAILABLE FOR REVIEW **MUST BE SUBMITTED BY APRIL 29**

The Wyoming Department of Education has completed processing of the 2016 WDE950 Graduating Student Transcripts collection. This data collection is taken in accordance with the Wyoming Accountability in Education Act [W.S. 21-2-204 \(c\)\(iv\)](#), and Hathaway Scholarship reporting requirements per [W.S. 21-16-1308 \(c\)\(vi-viii\)](#).

Confidential student level reports are available for school districts to review and correct as needed starting today, **April 18, 2016, through April 29, 2016**. After April 29, 2016, the student-level data will be considered verified as accurate by each district, and will be used to calculate each school's college readiness indicator for the Hathaway Scholarship.

Each district has until April 29, 2016 to log in to Fusion to view the confidential student level reports, and submit missing or updated transcripts through the Wyoming Transcript Center. The reports include all students counted as 2014-15 graduates. The following fields will be used to compute Hathaway eligibility scores for the purpose of WAEA accountability:

- Non-weighted GPA: Students without a non-weighted GPA will be considered ineligible for a Hathaway level for the purpose of school accountability.
- Success Curriculum Level: Derived from *successCurriculumLevel* (See p. 10 in WDE950 Guidebook).
- Best Transcript ACT Composite: Best ACT Composite score submitted on transcript.
- ACT Census Composite: ACT Composite score from WDE Census Administration date.
- Best WorkKeys Total Score: Best WorkKeys Total score submitted on transcript.

- No Test Result: 'T' means district indication on transcript there is no ACT or WorkKeys score for this student (These students will be considered “Not Eligible” for a Hathaway level for the purpose of school accountability).
- Exclude Test Requirement: Students who were not present in Wyoming on the ACT Census test date. If the student does not have test score on their transcript, the eligibility level for WAEA will be based on success curriculum level and grade point average only.

Transcripts are required for all Wyoming students, and are used in school accountability calculations and Hathaway Scholarship legislative reports. This year’s collection includes students who were counted as 2014-15 graduates. In addition, an unweighted GPA, the student’s highest ACT Composite Score or WorkKeys Total/Composite score, and the Hathaway success curriculum level are required for each transcript to permit the calculation of the school level WAEA readiness indicator.

Under the Wyoming school accountability model in the WAEA, students without transcripts or the needed information will be considered as students who did not complete the eligibility requirements for any level of the Hathaway Scholarship. Missing transcripts (or transcripts missing information) will negatively affect the school level score on the Hathaway Scholarship college readiness indicator. Districts have until April 29 to submit updated or missing transcripts through the Wyoming Transcript Center. The ACT or WorkKeys score obtained from the state administered test, or a higher score obtained by the student at another time may be reported. The score that gives the student the highest eligibility level will be used for school accountability.

The 2015 WDE950 Graduating Student Transcripts reports can be found by logging into the Fusion website, available at <http://fusion.edu.wyoming.gov>. Click on the blue “Data Reporting” link at the top of the page. On the left side of the following page, click on the “Accountability Confidential” link. The report is called “Hathaway Scholarship Eligibility Level”.

In order to see the links to the report, users must be assigned either the WISE Coordinator or Wyoming Transcript Center User role. If you are unable to see the links, contact your district’s Fusion Administrator, and have the appropriate role assigned to your user account. If you do not know who your district’s Fusion Administrator is, click the Find Fusion Administrator link located at the top of the page.

The window for submitting missing or updated transcripts is April 18-29. The transcripts must be submitted through the Wyoming Transcript Center using the WDE950 collection process. The 2014-15 Graduating Student Transcripts reports on Fusion will be refreshed within one business day of the transcripts being sent to the WYOMING DEPT OF EDUCATION – HATHAWAY UNIT in the Wyoming Transcript Center. For specific transcript submission details, see the WDE950 Guidebook available in the Data Collection Suite located at: <https://edu.wyoming.gov/data/dcs/>.

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*For more information or questions pertaining to the reports or accountability measures, contact Sean McInerney at [sean.mcinerney@wyo.gov](mailto:sean.mcinerney@wyo.gov) or 307-777-8752. For questions about transcript submissions, contact Liz Foster at [elizabeth.foster@wyo.gov](mailto:elizabeth.foster@wyo.gov) or 307-777-7009.*