



**WYOMING**  
DEPARTMENT OF EDUCATION

*Creating Opportunities  
for Students to Keep  
Wyoming Strong*

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[edu.wyoming.gov](http://edu.wyoming.gov)  
[wyomingmeasuresup.com](http://wyomingmeasuresup.com)

## **MEMORANDUM NO. 2016-112**

**TO:** School District Superintendents  
Curriculum Directors  
Business Managers

**FROM:** Lisa Weigel, Chief Policy Officer

**DATE:** September 19, 2016

**SUBJECT:** 2016-17 Fall WDE435 Collection- Update of Instructional Facilitators

## **WDE435 COLLECTION REOPENS SEPTEMBER 19**

The WDE435 is the official collection for the application and report for supplemental financial assistance for Instruction Facilitators (IFs). As of the spring 2016-17 collection, districts are required to submit their IFs through the WDE435 collection. This makes submitting names easier for districts, and allows for more accurate verification to qualify IFs.

To accommodate personnel additions after the spring collection, all districts will need to submit the WDE435 collection for the fall. Please resubmit all staff from the spring collection and all additional staff who have been hired as an IF. The collection will be open again from September 19 through September 30, 2016.

This collection may be accessed at: [edu.wyoming.gov/data/dcs/](http://edu.wyoming.gov/data/dcs/), under the "WDE435" heading under "Collection".

Districts will need to add their roles in fusion for WDE435 prior to uploading.

*For questions regarding the Instructional Facilitators grant, please contact Tracy Stibitz at [tracy.stibitz@wyo.gov](mailto:tracy.stibitz@wyo.gov) or 307-777-8979; or for questions regarding the calculation of the 2016-17 IF grants, or the reporting of 2015-16 IF grant expenditures, please contact Jed Cicarelli at [jed.cicarelli@wyo.gov](mailto:jed.cicarelli@wyo.gov) or 307-777-5808.*