



**WYOMING**  
DEPARTMENT OF EDUCATION

*Creating Opportunities  
for Students to Keep  
Wyoming Strong*

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## MEMORANDUM NO. 2016-121

**TO:** School District Superintendents  
Assessment Coordinators  
High School Principals  
High School Counselors

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

**DATE:** October 10, 2016

**SUBJECT:** WDE949: Ninth Grade Student Transcripts

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## NINTH GRADE STUDENT TRANSCRIPTS COLLECTION WINDOW OPENS OCTOBER 10

The 2016 WDE949 Ninth Grade Transcripts Collection will take place October 10, 2016 to November 4, 2016 through the Wyoming Transcript Center. The 2016 WDE949 includes all ninth grade transcripts from the 2015-16 school year, including summer credits, from each school that serves grade nine students. This collection fulfills the requirements of the Wyoming Accountability in Education Act [W.S. 21-2-204\(c\)\(vi\)](#).

The methods for uploading to the Wyoming Transcript Center have changed. Please consult the document layout at the [WDE Data Collection Suite - Forms Inventory](#) page, scroll down to the WDE949 and click on the arrow to the left of the collection number. The WDE949 guidebook and a list of valid elements can be found under the documents tab.

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*For more information, please contact Sean McInerney at [sean.mcinerney@wyo.gov](mailto:sean.mcinerney@wyo.gov) or 307-777-8752.*

*For technical support, including the Wyoming Transcript Center, please contact Elizabeth Foster at [elizabeth.foster@wyo.gov](mailto:elizabeth.foster@wyo.gov) or 307-777-7009.*