



**WYOMING**  
DEPARTMENT OF EDUCATION

*Creating Opportunities  
for Students to Keep  
Wyoming Strong*

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## MEMORANDUM NO. 2016-139

**TO:** School District Superintendents  
High School Principals  
Business Managers  
WISE Coordinators  
Assessment Coordinators  
Accountability Coordinators  
Curriculum Coordinators

**FROM:** Dianne Bailey, Chief Operations Officer

**DATE:** December 12, 2016

**SUBJECT:** 2015-16 Student Level Graduation Data Verification Process

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## 2015-16 STUDENT LEVEL GRADUATION DATA VERIFICATION PROCESS

### **MUST BE COMPLETED BY DECEMBER 23**

The Wyoming Department of Education (WDE) will provide districts with their 2015-16 student level graduate and non-graduate records for confidential review on Monday, December 12, 2016. Districts have until Friday, December 23, 2016 to review this data for accuracy.

Data will be securely provided to district personnel via the Wyoming Education Fusion Portal. The reports will be posted to the [State Accountability Confidential](#) page of the Data Reporting module.

To navigate to the reports, go to <http://fusion.edu.wyoming.gov> and sign in. Click on the Data Reporting icon at the top of the screen, then click on the State Accountability Confidential link on the left.

At this time the department is only reporting student level graduation information. The report is called Graduation Results Student Level. Once reviewed, the student level data will be used to calculate graduation rates as well as Wyoming State Accountability school performance ratings. It is imperative that data is accurate.

Important items to verify for all students include:

- Summer graduates have been reported with the appropriate exit code;
- Out-of-state transfers have been fully documented and reported with the correct exit code;
- Graduation rate type (4 year/ 5 year/ 6 year); and
- Graduation status (graduate/ non-graduate).

For more detailed information regarding graduation rate calculations see the attached FAQ. Districts submit a WDE950 transcript for all students reported as 2015-16 graduates.

State Accountability Confidential is a secured site and only authorized users will be able to access the reports. Authorized users are Superintendents, High School Principals, High School Assistant Principals, Business Managers, WISE Coordinators, Assessment Coordinators, Curriculum Coordinators, Accountability Coordinators, and approved users with the Assessment Confidential role. Any questions about access should be directed to your local Fusion Administrator. A short video with [instructions to reset Fusion passwords](#) is also available.

An electronic acceptance letter is provided at the following link:

<https://portals.edu.wyoming.gov/Confirm/View/15-16GradRate>

District Superintendents will need to log in using their fusion credentials and sign off on data no later than Tuesday, January 3, 2016. We ask that districts review their information and submit all requests for review no later than Friday, December 23 to Leslie Zimmerschied at [leslie.zimmerschied@wyo.gov](mailto:leslie.zimmerschied@wyo.gov). Supporting documentation can be provided to the WDE, but must be sent using a secured method such as the Wyoming Transcript Center or sFTP. Do not include confidential or private student information in an email or fax.

**No request for changes will be considered after the close of the December 23 review window to graduate and non-graduate student data. Accordingly graduation rates calculated using this data will also be unchangeable.**

Once data has been verified, graduation rate calculations will be performed. The WDE will release embargoed graduation rate results January 5 on the State Accountability page in the Fusion portal. The embargoed release of graduation rates is for districts to plan their press releases and the graduation rates will be final upon delivery. Public release is scheduled for January 17 at 11 a.m. and districts should not publicly release data to their school boards or local media until that time.

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*For questions about this process or student level graduation information, please contact Leslie Zimmerschied at 307-777-8751 or [leslie.zimmerschied@wyo.gov](mailto:leslie.zimmerschied@wyo.gov).*

Attachment:

2015-16 Graduation Rate FAQ