

# Virtual Education Updates

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# Overview

- Statutes, Rules and Definitions
- WDE Collections and Virtual Education Reporting
- Tracking Participation and Reporting ADM
- Virtual 307 Website

# Virtual Education Authority

## Virtual Education Statutes

- W.S. § 21-2-202(a)(xxxi)(A-F)
- W.S. § 21-13-330

## Chapter 41 [Virtual Education Rules](#)

# WDE Statutory Responsibilities

- Approve and monitor virtual education programs and classes
- Provide training and assistance to districts including professional development
- Provide a statewide learning management system (LMS)

# WDE Statutory Responsibilities

- Establish a Virtual Education Advisory Committee
- Provide guidance through rules and policy
- Publish an annual catalog of virtual education classes

# Virtual Education Definition

## Chapter 41

“Virtual Education” means instruction of one or more Department-approved courses administered primarily through technology outside of the physical classroom, ...  
..., and which may be distinguished from other types of courses in that the physical separation of the virtual education teacher and student(s) **substantially limits or even prohibits the teacher from providing a preponderance of course instruction in-person;**

# Virtual Education Examples

- Classes taken online from home
- Student is in brick and mortar class taking an online course from an out-of-state program with a teacher delivering instruction through the course platform, email, phone, web conferencing, etc.
- BYU Independent Study courses

# Non Virtual Education Examples

- No live teacher providing instruction in the online course
- The teacher is in the same physical classroom as the student(s) they are instructing online
- The teacher is available to provide in-person instruction as needed

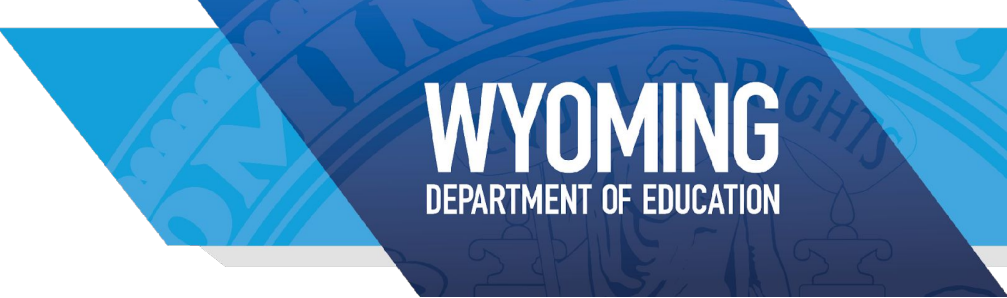


# Part-time and Full-time Definitions

- Part-time means 50% or less of the district of enrollment required educational program
- Full-time means more than 50% of enrollment with one virtual education program district

# District Statutory Responsibilities

- Limit any enrollments in virtual education to those programs and classes approved by the WDE
- Report virtual education classes, students and teachers on the appropriate WDE Collections
- Track participation in virtual education classes and report attendance on the WDE600



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# **WDE Collections and Virtual Education Reporting**

# WDE638 Collection Information

- Course Inventory collection
- Only report VE courses offered by your district
- VE courses and the corresponding entries in Virtual Education File can be initially submitted first
  - Brick-and-Mortar courses can be submitted later
  - All courses must be in the WDE638 prior to submitting the WDE684 at the beginning of October

# WDE638 Collection Information

- WDE638 File Specification and Guidebook are available on the Forms Inventory
  - WDE website - <https://edu.wyoming.gov/>
- WDE638 now has two files
  - Course File
  - Virtual Education File

# College Dual/Concurrent Courses

- Dual Enrollment Course
  - Course is offered by a college and taught by a college teacher/professor
  - Not a Virtual Education course
- Concurrent Enrollment Course
  - Course is offered by a college and taught by a high school teacher
  - May be a Virtual Education course

# Participation Elements

- **LMSActive** - Active time spent in the course that is recorded by the Learning Management System (LMS)
- **LMSSubmissions** - Required coursework submissions (lessons, quizzes, assessments, etc.) recorded by the LMS
- **LMSOther** - Other LMS recorded features that a district may elect to use for tracking participation

# Participation Elements

- **VETActive** - Participation logged by the virtual education teacher in a course gradebook or attendance log
- **VETCommunication** - Communication logs between the student and teacher or learning coach and teacher recorded by the virtual education teacher (must be academic-based)
- **VETOther** - Other virtual education teacher recorded items a district may elect to use for tracking participation



# Participation Elements


- **Synchronous** - Class, group or one-on-one time recorded by the LMS or the virtual education teacher
- **F2FAttendance** - Attendance taken in brick and mortar and recorded in the LMS

# WDE684 Reporting

- Student collection
- Sections reported as VE will require a corresponding VE course on the WDE638
- All teachers will be reported in the Section File, including VE teachers
- All teachers will need a WISER ID, including teachers provided by VE vendors

# WDE728 Reporting

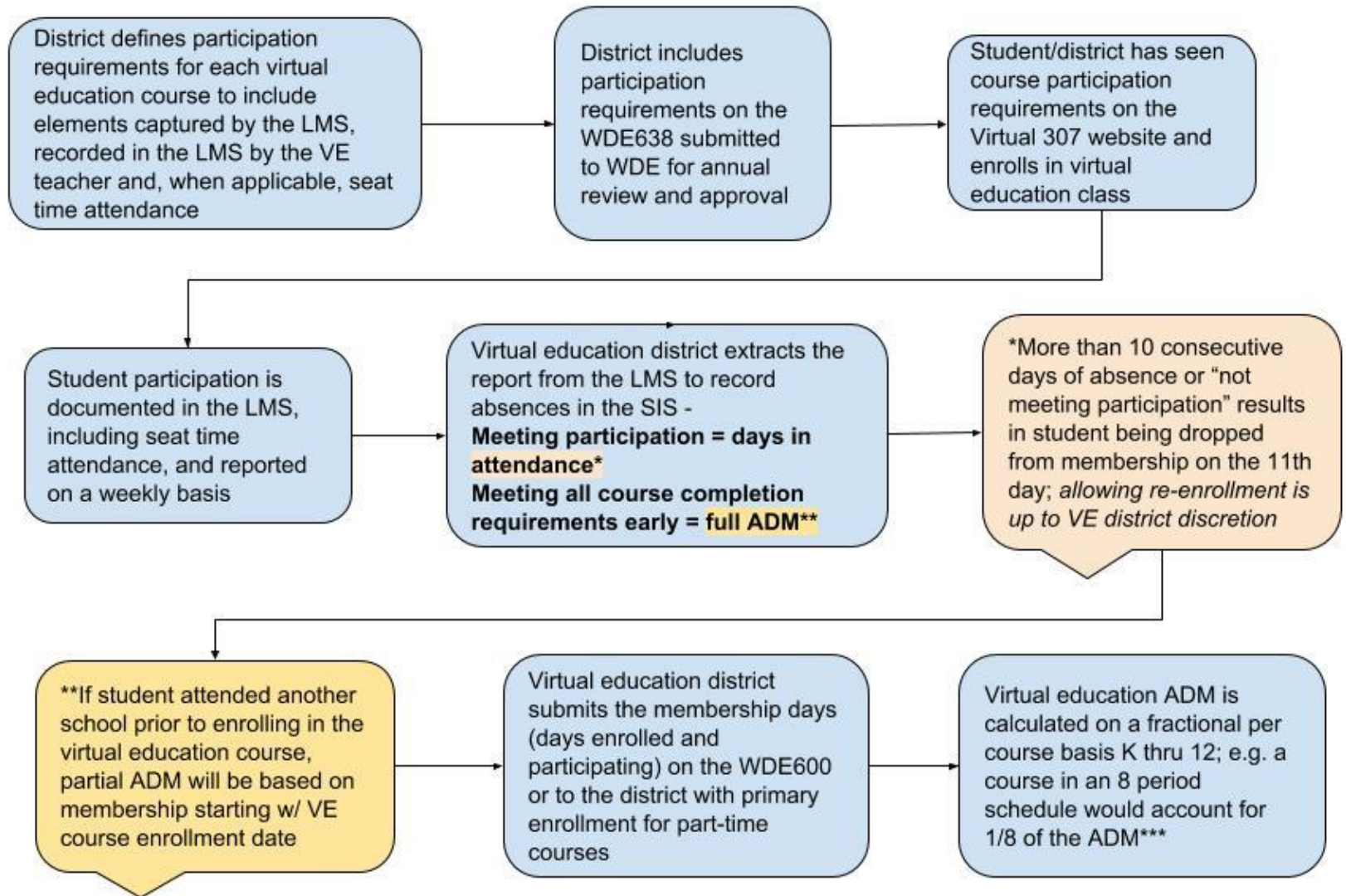
- Virtual Education Vendor Teacher Collection
- Captures endorsement information for Virtual Education teachers
- All teachers will need a WISER ID
- All VE vendor provided teachers reported on the WDE684 will require a corresponding record in the WDE728
- Spring collection so the year can be captured



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# Tracking Participation and Reporting ADM

# Virtual Education ADM Calculation Model



\*\*\*Of note: Days of operation are initially based on the virtual education program calendar but converted to the number of days in the school of primary enrollment for the ADM calculation. The course period schedule for ADM is also based on the school of primary enrollment.

# Participation Tracking

- Captured every week
- Any participation in the seven day period, equates to attendance for each day of the class week

# VE Tracking and Documentation Summary

- A weekly student level participation report must be generated and stored for a period of five years (for audit purposes)
- Any instances of non-participation for the *entire weekly report period* are entered in the **SIS (or LMS) of the district** providing the course as corresponding days absent

# Virtual Education ADM

For end of year membership calculation:

- The number of reported participation days are the number of attendance days
- If different, the virtual education program calendar must be converted to the school calendar days



# Virtual Education ADM


- Participation in part-time virtual education courses are prorated and may be combined with non-virtual education courses on a **daily** basis to result in a larger fractional membership

# Virtual Education ADM

- Students are dropped from membership after not meeting participation requirements in a class for more than ten (10) consecutive program days

# Virtual Education ADM

- Districts will receive full ADM when a student completes all the course participation requirements in a shorter time period than originally allocated for the class



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# Summary of Collection Timelines

# Virtual Education Collection Timelines

- WDE638 for upcoming school year – **By early August**
- WDE684 – **October, March and June**
- WDE602 – **October**
- WDE728 – **May - June**
- WDE600 – **June**

# Virtual 307 Website

- [Virtual307.com](http://Virtual307.com)




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**Questions?**

# Contact Information

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**Thank you for  
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