



wwde

WDE949 – 9<sup>TH</sup> Grade Transcripts, Wyoming Transcript Center  
For School Year 2015-16

October 2016

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# Introduction

*The WDE949 is the authoritative collections of student transcripts containing courses taken, grades received, and credits earned for full academic school year ninth grade students.*

School Districts are required to submit a variety of data collections each year. The data collected by the Wyoming Department of Education (WDE) is critical and essential to the continual growth of Wyoming's education system. WDE949 data is used to calculate the ninth grade credit accumulation readiness percentage for the Wyoming Accountability Education Act (WAEA) performance measure requirements. It is widely agreed upon that you need quality and timely data to inform the work of stakeholders such as students, teachers, administrators, parents, and policy makers to most appropriately impact the teaching and learning process. The data from the WDE949 collection is made available in a clear and useful manner through reports published on the WDE website.

This guidebook serves as the definitive instruction set for the data contained within the WDE949 Data Collection.

## WDE949 Authority

The authorities that allow the WDE to collect data for the WDE949 collection are in the WAEA statutes: W.S. 21-2-204(c)(vi)

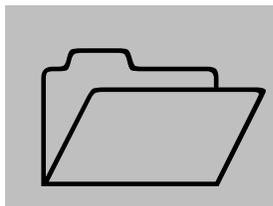
(c ) School level performance shall be determined by measurement of performance indicators and attainment of student performance as specified by this section. To the extent applicable, each measure shall be aggregated to the school level based upon those grades served inclusive to each school as reported by the respective school district to the Department. The indicators of school level performance shall be:

(vi) Readiness, as defined by ninth grade credit accumulation.

## Instructions

The WDE949 is the official collection for ninth grade student transcripts. This report includes vital and social statistics on students in Wyoming schools. The WDE complies with the Family Educational Rights and Privacy Act (FERPA) to ensure student information is properly safeguarded and is used only for legitimate purposes and only when absolutely necessary. The WDE deeply values this trust and strives to ensure it is doing all it can do to protect the privacy of students as the uses of their data to improve education increase.

## Data Compilation



Prior to submission, each district must compile their data into the two required CSV files. The data elements are fully defined within this document. The Data Element document, located on the [Forms Inventory page](#) of the WDE website, under the WDE949 collection, contains brief definitions of each required element, business rule and proper file layouts for the CSV file submissions. All WDE949 Data Elements are explained in detail below.

### Student File – File name: ‘Students.csv’

The WDE949 consists of four files. The first file is the Students file. The purpose of the Students file is to submit demographic information for each student. It contains 42 data elements. Ten elements are mandatory for grade level 9 transcripts and are highlighted in yellow below. This is a required file.

The file **must be named ‘Students.csv’** or it will not be accepted. The element names (headers) must **appear exactly as below** or the file will not be accepted.

- lastName
- firstName
- middleName
- nameSuffix
- street
- aptNum
- city
- state
- zipCode
- phone
- birthDate
- gradeLevel
- gender
- studentNum
- wiserID
- schoolDistrictName
- schoolName
- schoolStreet
- schoolApt
- schoolCity
- schoolState
- schoolZip
- schoolPhone
- schoolDistrictURL
- stateID
- gradDate
- endorsementType
- successCurriculumLevel
- successCurriculumWaiver
- gpaUnWeighted
- gpaWeighted
- creditEarned
- classSize
- classRank
- rankDate
- birthCity
- schoolEntryDate
- englishProficiency
- foreignLanguageProficiency
- creditAttempted
- gpaCreditEarned
- gpaQualityPoints

**lastName**

Please use the student's legal last name as it appears on their Birth Date and/or Legal Presence documents. This is a mandatory element.

Accepted values are letters, spaces, hyphens, apostrophes, and the number '3'. The student's last name will be verified against the Student Registration System (SRS). More details on name entry standards can be found in the Wyoming Student Legal Name Entry Guidebook.

**firstName**

Please use the student's legal first name as it appears on their Birth Date and/or Legal Presence documents. This is a mandatory element.

Accepted values are letters, spaces, hyphens, apostrophes, and the number '3'. The student's first name will be verified against the Student Registration System (SRS). More details on name entry standards can be found in the Wyoming Student Legal Name Entry Guidebook.

**middleName**

Please use the student's legal middle name as it appears on their Birth Date and/or Legal Presence documents. This is an optional element.

Accepted values are letters, spaces, hyphens, apostrophes, and the number '3'. More details on name entry standards can be found in the Wyoming Student Legal Name Entry Guidebook.

**nameSuffix**

This is a generation indicator. This is an optional element.

The only allowable values are:

- SR.
- JR.
- I
- II
- III
- IV
- V

More details on name entry standards can be found in the Wyoming Student Legal Name Entry Guidebook.

**street**

This is the student's street address. It can be up to 30 characters in length. It is an optional element.

**aptNum**

This is the student's apartment, lot, room, or suite number. This is an optional element.

**city**

This is the city of the student's address. This is an optional element.

**state**

This is the two character postal abbreviation for the state of the student's address. This is an optional element.

**zipCode**

This is the numeric zip code for the student's address. It can be entered as the 5 digit zip code or 10 digits using the zip + 4 format. If the zip + 4 option is used, please include the hyphen as shown in the following example: '12345-6789'. This is an optional element.

**phone**

This is the student's telephone number. Mobile numbers are accepted. Hyphens are not included as shown in the following example: '3075558751'. This is an optional element.

**birthDate**

The student's date of birth should be entered in the format of YYYYMMDD. This is a mandatory element.

Student's date of birth will be verified against the SRS.

**gradeLevel**

Report the student's current grade level placement. This is a mandatory element.

The only allowable values are:

- K
- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 09
- 10
- 11
- 12

**gender**

The student's gender is a one character value of 'M' for male and 'F' for female. This is a mandatory element.

Student's gender will be verified against the SRS.

**studentNum**

This is the student's locally assigned identification number. It can be up to 10 digits long. This is an optional element.

**wiserID**

This is the WDE 8-digit state assigned record identifier for the student. It will be verified against the SRS. This is a mandatory element.

**schoolDistrictName**

This is the full name of the school district of the student's enrollment. This is a mandatory element.

**schoolName**

This is the full name of the school of the student's enrollment. This is a mandatory element.

**schoolStreet**

This is the street address of the school. This is an optional element.

**schoolApt**

This is the apartment, room, or suite number for the school. This is an optional element.

**schoolCity**

This is the city of the school's address. This is an optional element.

**schoolState**

This is the two character postal code abbreviation for the state of the school's address. This is an optional element.

**schoolZip**

This is the numeric zip code for the school's address. It can be entered as the 5 digit zip code or 10 digits using the zip + 4 format. If the zip + 4 option is used, please include the hyphen as shown in the following example: '12345-6789'. This is an optional element.

**schoolPhone**

This is the school's telephone number. Mobile numbers are accepted. Hyphens are not included as shown in the following example: '3075558751'. This is an optional element.

**schoolDistrictURL**

This is the URL for the website of the school. This is an optional element.

**stateID**

This is the 7-digit state assigned record identifier for the school. This is a mandatory element.

**gradDate**

This is the date on which the diploma or credentials is awarded to a student in recognition of his or her completion of the curricular requirements. The student's graduation date should be entered in the format of YYYYMMDD. This is an optional element.

**endorsementType**

This is the type of high school diploma endorsement obtained by a student per W.S.21-2-304(a)(iv)(A)(B)(C) based on his or her performance level of the common core knowledge and skills detailed in W.S. 21-9-101(b). This is an optional element.

**successCurriculumLevel**

This is the level of Hathaway Scholarship Success Curriculum courses completed, not the award level a student is eligible to receive. The post-secondary institutions where the student enrolls makes the final scholarship level determination based on this value, the student's unweighted GPA, and his or her highest ACT or WorkKeys score. This is an optional element.

**successCurriculumWaiver**

This identifies whether or not a student has received a Hathaway Scholarship Success Curriculum waiver. Valid values are 'Y' for yes, or 'N' for no. This is an optional element.

**gpaUnWeighted**

The unweighted Grade Point Average (GPA) is a measure of average performance as calculated on a 4.0 scale on all courses taken by an individual during his or her school career as determined for record keeping purposes. This is an optional element.

**gpaWeighted**

The weighted GPA is a measure of average performance in all courses taken by an individual during his or her school career as determined for record keeping purposes. This is an optional element.

**creditEarned**

The number of credits a student earned for completing courses included in this transcript. This is a mandatory element.

**classSize**

This is the total number of students in the student's graduating class. This is an optional element.

**classRank**

This is the academic rank of a student in relation to his or her graduating class. For example: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>). This is an optional element.

**rankDate**

This is the date on which the class ranking was computed. Dates should be entered in the following format of YYYYMMDD. This is an optional element.

**birthCity**

This is the name of the city in which the student was born. This is an optional element.

**schoolEntryDate**

This is the date on which an individual entered the reporting school. Dates should be entered in the following format of YYYYMMDD. This is an optional element.

**englishProficiency**

This identifies whether the student is an English Language Learner (ELL). Valid values are 'Y' for yes or, 'N' for no. This is an optional element.

**foreignLanguageProficiency**

This identifies whether a student who graduate in 2015-16 or 2016-17 (or previously) have completed the district established foreign language proficiency requirement for the Hathaway Scholarship Success Curriculum level of Opportunity or Provisional Opportunity. Valid values are 'Y' for yes, or 'N' for no. This is an optional element.

**creditAttempted**

This is the total value of credit hours attempted whether or not included in the hours for GPA or hours earned. This is an optional element.

This is a numeric element that can include up to 2 decimal places.

**gpaCreditEarned**

This is the total value of credit hours used to calculate the GPA. This is an optional element.

This is a numeric element that can include up to 2 decimal places.

**gpaQualityPoints**

This is the total value of quality points used for the calculation of the GPA. This is an optional element.

This is a numeric element that can include up to 2 decimal places.

## Student Courses File – File name: 'StudentsCourses.csv'

The WDE949 consists of four files. The second file is the Student Courses file. Repeat these data elements for all courses. The purpose of this file is to submit course information for each student. It contains 14 data elements. Two elements are conditional. Eleven elements are mandatory for grade level 9 transcripts and are highlighted in yellow below. This is a required file.

The file **must be named 'StudentsCourses.csv'** or it will not be accepted. The element names (headers) must **appear exactly as below** or the file will not be accepted.

- wiserID
- courseSchoolName
- termYear
- termCode
- sessionCode
- startDate
- endDate
- courseID
- scedCode
- title
- scholarshipCourseIndicator
- preNinthHath
- mark
- creditEarn

**wiserID**

This is the WDE 8-digit state assigned record identifier for the student. It will be verified against the SRS. This is a mandatory element.

**courseSchoolName**

The full, legally accepted or popularly accepted name of the school where the course was provided. This is a mandatory element.

**termYear**

This is the year for the reported school session of the course. This is a mandatory element.

The value can be in either format: xxxx or xxxx-xxxx. For example: 0915, 2015-16, or 2015-2016.

**termCode**

The name of the prescribed span of time when an education institution is open, instruction is provided, and students are under the direction and guidance of teachers and/or education institution administration. That is, fall semester, full year, summer school, etc. A session may be interrupted by one or more vacations. This is a mandatory element.

**sessionCode**

This is the designator for multiple course entries within a single term (e.g. if term 1400 is a yearlong course, the S1 would designate the fall entry and S2 would designate the spring entry.) This is a mandatory element.

**startDate**

This is the month, day, and year on which a session begins. For yearlong courses with multiple terms, this date needs to reflect the correct date for this particular term of the course. Session start date should be entered in the following format of YYYYMMDD. This element is optional for courses provided by schools outside the reporting district but is mandatory for courses provided by schools within the reporting district.

**endDate**

This is the month, day, and year on which a session ends. For yearlong courses with multiple terms, this date needs to reflect the correct date for this particular term of the course. Session end date should be entered in the following format of YYYYMMDD. This is a mandatory element for all courses, even those provided by schools outside of the reporting district.

**courseID**

The actual code that identifies the organization of subject matter and related learning experiences provided for the instruction of students. This is a district assigned code that can be replaced with the SCED code at the district's discretion. This is a mandatory element.

**scedCode**

This is the SCED code associated with each course including Hathaway Success Curriculum courses taken prior to ninth grade. This is a mandatory element. However, this element is optional for courses provided by schools outside the reporting district.

The format should be NNNNNCN.NNNN where N is a number and C is a letter. Character 11 must be less than or equal to character 12. Character 6 valid options are: B, G, E, or H. The value 'NoCouseSCED' may be used for transfer-in courses where the SCED code is unknown.

**title**

This is the course title, the descriptive name given to a course of study offered in a school or other institution or organization. In departmentalized classes at the elementary, secondary, and post-secondary levels (and for staff development activities), this refers to the name by which a course is identified. For example, American History, English III. For elementary and other non-departmentalized classes, it refers to any portion of the instruction for which a grade or report is assigned. For example, reading composition, spelling, and language arts. This is a mandatory element.

**scholarshipCourseIndicator**

This is an indication of whether this course is a Hathaway Scholarship Success Curriculum course as reported on the district's Hathaway Success Curriculum Verification Form and the WDE638 Collections for each relevant school year of the transcript. In other words, this indicates Success Curriculum courses a student completed even if the course is no longer part of the district's Success Curriculum. It also indicates transfer-in courses (including those from out-of-district placement) the district deemed as meeting Hathaway Success Curriculum criteria and Success Curriculum courses taken prior to ninth grade. The valid values are 'Y' for yes, or 'N' for no. This is a mandatory element.

**preNinthHath**

This identifies Hathaway Success Curriculum courses taken prior to ninth grade. All Hathaway Success Curriculum courses must appear on grade level 12 transcripts, even if they were completed prior to ninth grade. Districts may include credits earned for these courses if it is their policy to do so. The valid values are 'Y' for yes, or 'N' for no. This is an optional element.

If the value is 'Y', then creditEarned becomes an optional element for this course.

**mark**

This is the final indicator of student performance in a class as submitted by the instructor. It can be two characters long. This is a mandatory element.

Valid values include letter grades of A, B, C, D, F, AU, I, N, NC, NG, O, P, PA, S, U, W, WF, WP or numbers from 0 to 100. A '+' or '-' may follow a letter grade.

**creditEarn**

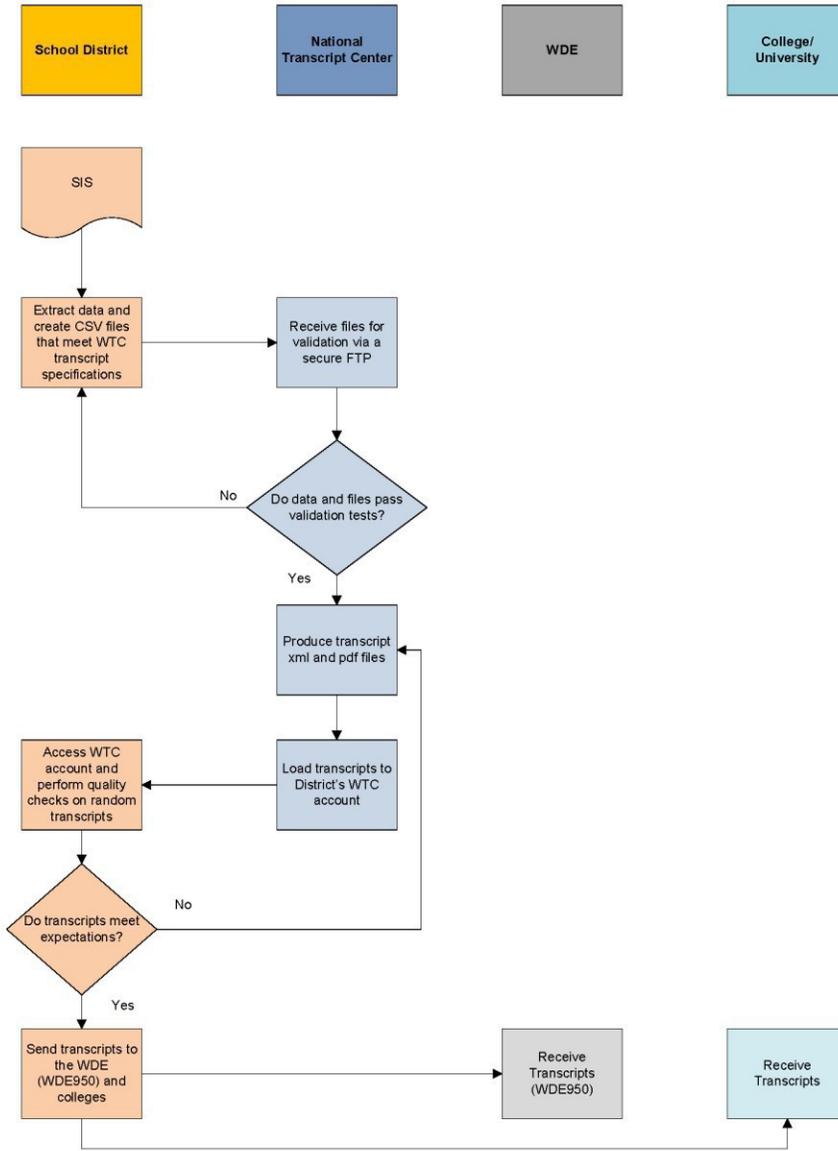
This is the number of credits a student earned for completing this course. This is a mandatory element for all courses other than those that are indicated as preNinthHath.

This is a numeric field that can include up to 2 decimal places.

There are two other optional CSV files that can be submitted with the mandatory WDE949 CSV files. They are the Student Test File and the Student Immunization File. For information on the data elements and how to submit these optional files, please refer to the WDE950 Guidebook.

# Process Flowchart

Process of Generating Transcripts and Submitting the WDE 949



## Uploading to the WTC

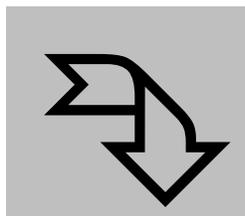
Once the mandatory CSV files have been compiled, they need to be uploaded to the Wyoming Transcript Center (WTC) for processing. The National Student Clearing House (NSC) is the vendor that oversees the WTC. Please visit their web site located at <https://studentclearinghouse.info/k-20transcripts/home/wy/> for step-by-step instructions on how to transfer these CSV files securely via their SFTP web interface tool.

For questions regarding this upload process to the WTC, please email the National Student Clearing House at [K-20Transcripts@studentclearinghouse.org](mailto:K-20Transcripts@studentclearinghouse.org).

Mac users will need to continue to use the FileZilla software. Please contact the NCS for information on how to configure FileZilla for upload to the WTC via the above listed email account.

Once these files are uploaded to the WTC, data validation will be performed. If your data files do not pass data validation, you will receive an email titled 'Transcript Center Submission Result' from the NSC stating what is wrong with the data and that no files were written. Please correct the data and resubmit to the WTC, repeating this process until all errors have been resolved. Once all errors are resolved, you will receive a confirming email from the NSC, also titled 'Transcript Center Submission Result'. In this email it will state that the files were successfully processed, the number of students processed along with the schools processed. At this point your data will then automatically be transferred to the WTC as transcripts. You will then be able to proceed to the next step; sending your transcripts to the WDE.

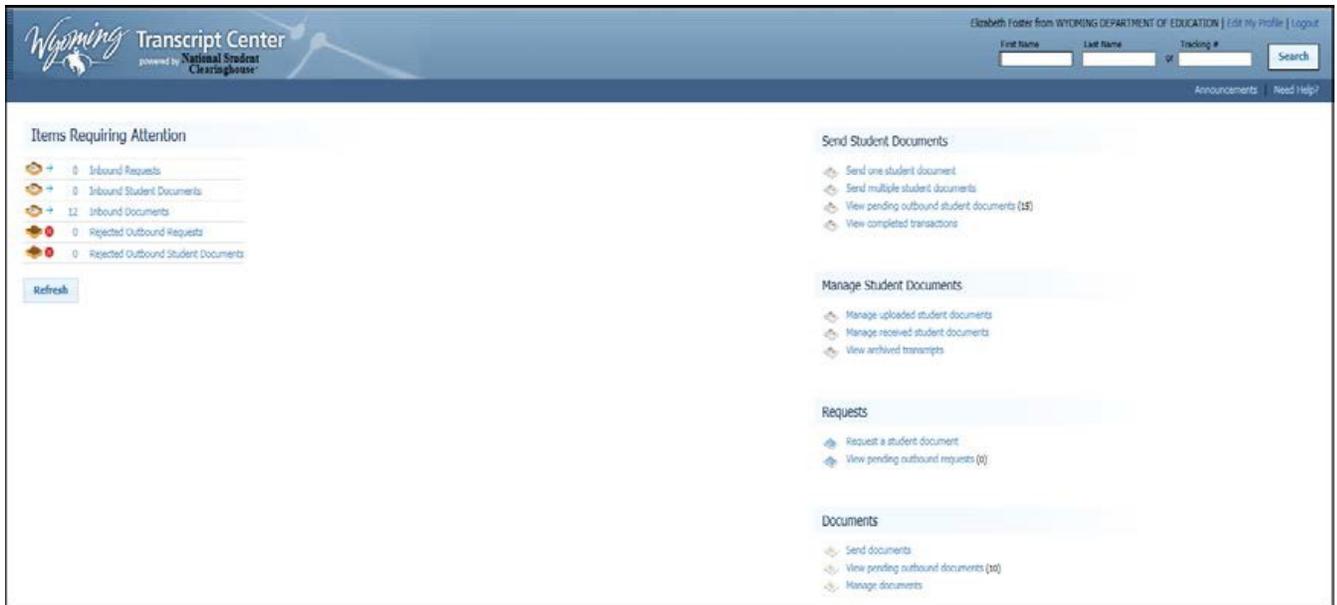
## Send to the WDE



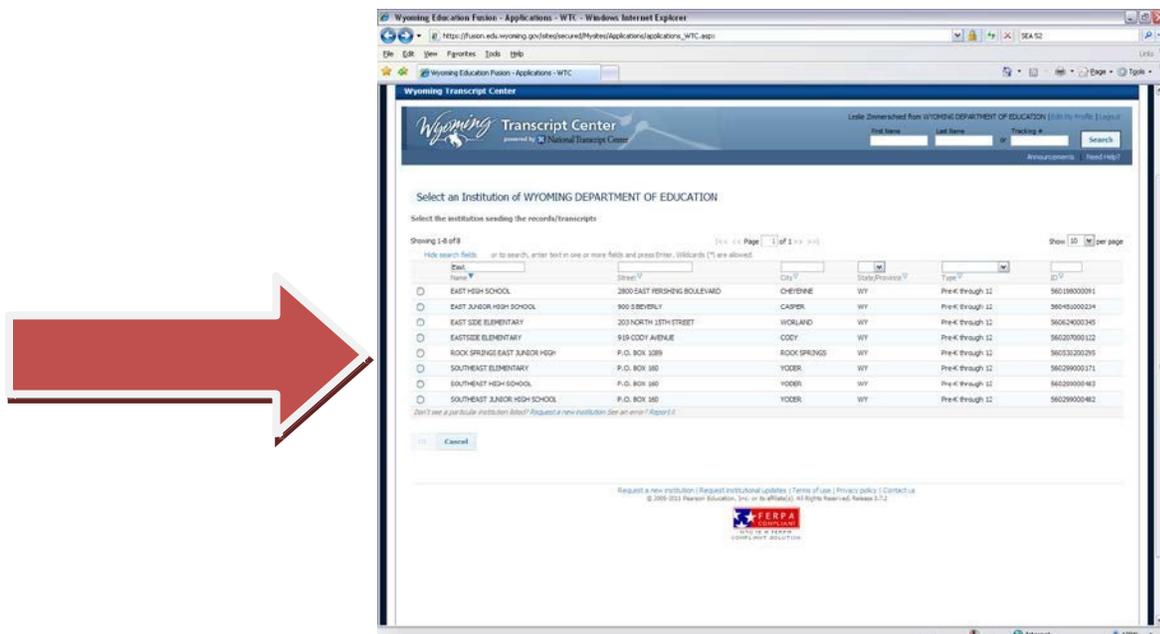
Now that your transcripts are on the WTC, you will need to send them to the WDE for final processing. The WDE949 is submitted to the WDE via the Wyoming Transcript Center (WTC). A user account is required for access. Please contact the Partner User of the district for the WTC for login credentials or you can contact the Data Collection Specialist, Elizabeth Foster via email; [elizabeth.foster@wyo.gov](mailto:elizabeth.foster@wyo.gov) or by phone; 307-777-7009.

Please navigate the WTC web site located at <http://wy.transcriptcenter.com/>. You can also access the WTC via Fusion by clicking on the Applications button and then by clicking on the Wyoming Transcript Center link.

Once logged into the WTC, it is recommended that you view several randomly chosen transcripts and perform quality checks. Once the transcripts meet expectations, proceed to send them to the WDE. Once logged in, you will be on the main page of the WTC as shown by the following example.

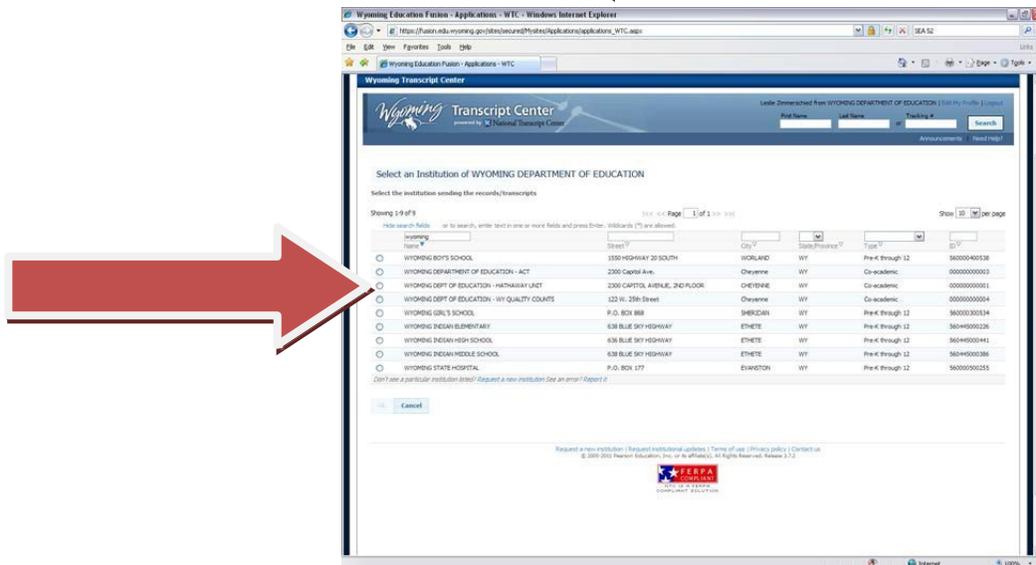
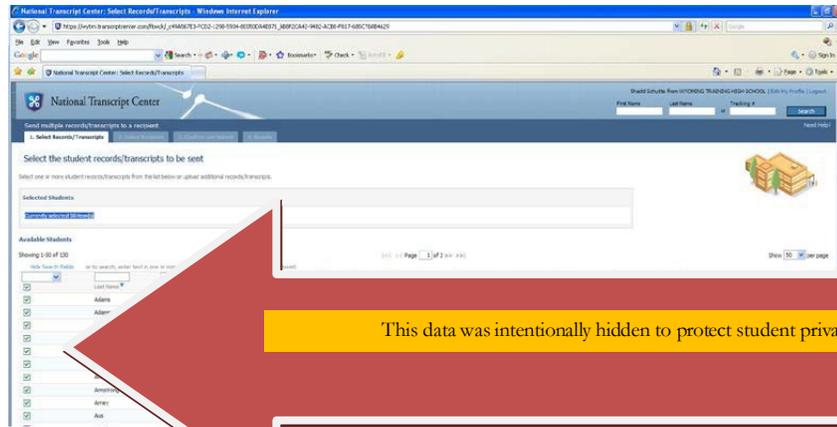


Under the 'Send Student Documents' heading, click on the 'Send multiple student documents' option.

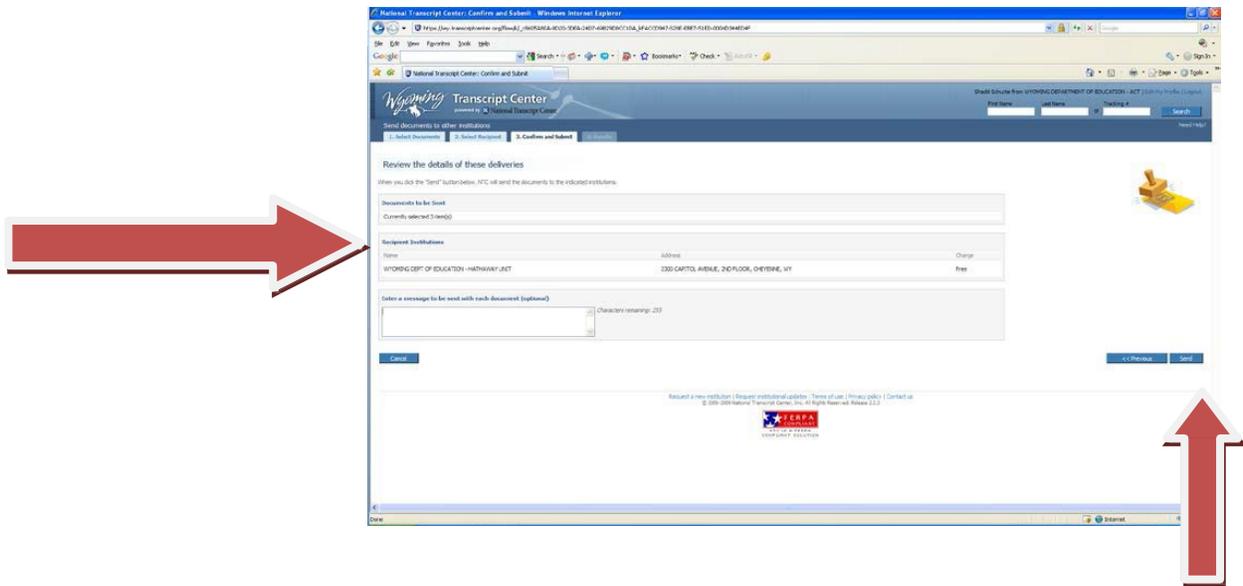


If your district has multiple schools and you are logged in as a Partner User you will be prompted to select the school from which you want to send transcripts from. You can only choose one at time. Repeat this process until all schools have been sent. If you are not logged in as Partner User, you will only see the school your user account has access to.

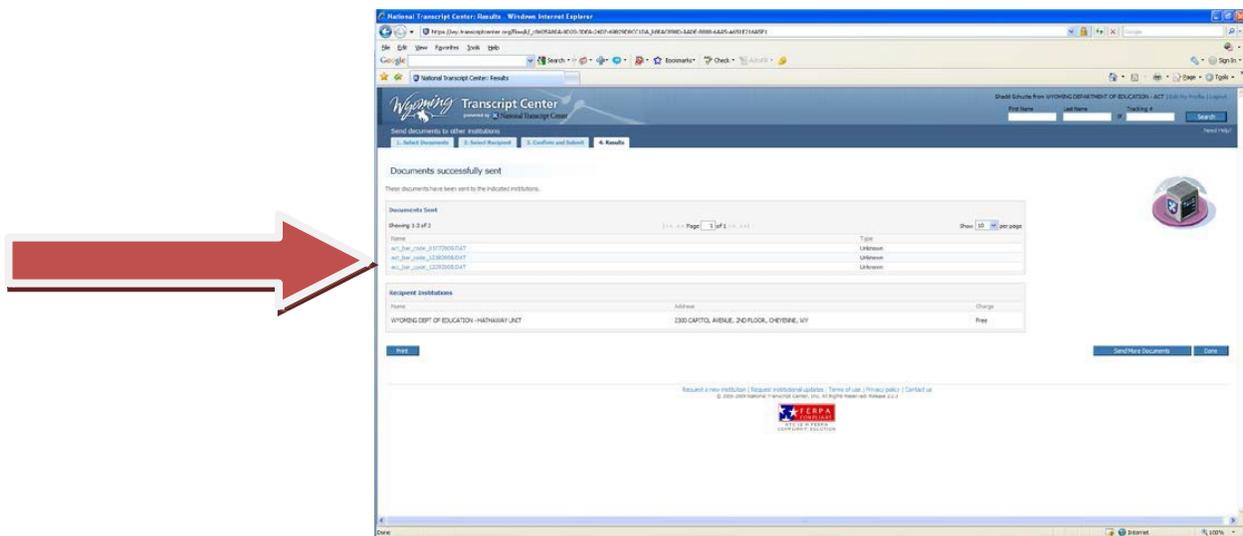
Next, select the students by either checking the box located next to the Last Name column or by individually checking the box located next the student's last name. Keep in mind that the default display is 10 per page so make sure all students are displayed by adjusting the number per page in the Show per page down box located on the right side of the screen.



Once all students have been selected, click the next button located on the right side of the screen. You may need to scroll down to see this button. From here, you will need to choose the institution to send the transcripts to. For the WDE949 data collection, choose 'WDE949 9<sup>th</sup> Grade Transcripts' by typing '949' in the Name search field. Click the Next button.



Verify the Selected Students and the Recipient information is correct, then click the Send button.



You will then receive conformation and a tracking number for each student transcript sent.

Once all WDE949 student transcripts are accepted by the WDE, the submission process is complete.

## Collection Schedule

It is highly recommended that each school district load the transcript data by Friday, November 4, 2016. This will ensure that data can be validated and errors corrected before the due date.

***Collection Window:***  
**10/10/2016 – 11/11/2016**

School districts may upload CSV files and submit data to the WDE at any time during the collection window. Corrections must be made prior to November 11, 2016.

# Frequently Asked Questions

## WHOM DO I CONTACT REGARDING THE WDE949 CONTENT QUESTIONS?

Sean McInerney, (307) 777-8752 or [sean.mcinerney@wyo.gov](mailto:sean.mcinerney@wyo.gov)

## WHOM DO I CONTACT REGARDING SUBMISSION/UPLOAD QUESTIONS OR PROBLEMS?

Email the National Student Clearing House at [K-20Transcripts@studentclearinghouse.org](mailto:K-20Transcripts@studentclearinghouse.org)

Elizabeth Foster, (307) 777-7009 or [elizabeth.foster@wyo.gov](mailto:elizabeth.foster@wyo.gov)

## WHOM DO I CONTACT REGARDING USERNAME AND PASSWORDS FOR THE WYOMING TRANSCRIPT CENTER (WTC)?

The Partner User for the district for the WTC or

Elizabeth Foster, (307) 777-7009 or [elizabeth.foster@wyo.gov](mailto:elizabeth.foster@wyo.gov)

## WHOM DO I CONTACT REGARDING THE WYOMING DEPARTMENT OF EDUCATION DATA COLLECTION EFFORTS AS A WHOLE?

Susan Williams, (307) 777-6252 or [susan.williams@wyo.gov](mailto:susan.williams@wyo.gov)

Elizabeth Foster, (307) 777-7009 or [elizabeth.foster@wyo.gov](mailto:elizabeth.foster@wyo.gov)