

WDE950 – Graduated Student Transcripts, Wyoming Transcript Center

For data being submitted for the School Year 2024-25
March 2025

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Introduction

The WDE950 is the authoritative collection of student transcripts containing courses taken, grades received, and honors received for graduated seniors.

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 to the continual growth of Wyoming's education system. WDE950 data is used to determine the number of high school graduates by district who meet the Hathaway Scholarship Success Curriculum requirement and to establish the relationships between a student's high school grades and courses taken and post-secondary performance. The WDE950 is also used to calculate the Wyoming School Accountability readiness sub-indicator based on the eligibility level for the Hathaway Scholarship of each graduate.

Additionally, each graduating senior transcript should contain accurate and complete documentation to support the level of Hathaway Success Curriculum completed by each student and the unweighted GPA they obtained for all courses completed. All course work must be completed by September 15th to be considered for graduated senior transcripts.

It is widely agreed upon that quality and timely data is needed 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 WDE950 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 WDE950 Data Collection.

WDE950 Authority

The authorities that allow the WDE to collect data for the WDE950 collection are in the Hathaway Scholarship Program Statutes W.S. 21-16-1308(c)(vii-viii) and in the 2013 Wyoming Accountability in Education Act (WAEA) statute W.S. 21-2-204(c)(iv). These statutes require annual reports to be submitted to legislators with the following information.

- The percent of high school graduates by high school district who meet the Hathaway Scholarship Success Curriculum requirements.
- Statistical studies on the relationship between the courses taken and grades earned by a high school student and the student's score on the ACT or WorkKeys test.
- Statistical studies on the relationship between the courses taken and the grades earned in high school and the student's college or university GPA.
- A sub-indicator score based on the Hathaway Scholarship eligibility for each student who earns a high school diploma that will be part of the overall post-secondary readiness indicator score used in the computing school performance levels under WAEA.

Each high school will be required to send a Wyoming Transcript Center (WTC) transcript with all the required elements to a Wyoming community college or the University of Wyoming if a student applies for the Hathaway Scholarship at one of those institutions. For 2014-15 graduates and beyond, the post-secondary institutions will not be required to determine Hathaway Scholarship eligibility for students who do not have a WTC transcript complete with the required elements.

****Updates and new information**

Changes to the StudentsCourses.csv file:

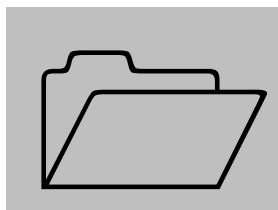
- New codes for the **scholarshipCourseIndicator** have been added as well as existing codes may have been eliminated.
- New data element **percentHathawayCourseRequirement** has been added to the file layout.

Please review the StudentCourses.csv section for additional information on these data elements.

Instructions

The WDE950 is the official collection for graduating 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 four required CSV files. The data elements are fully defined within this document. The **WTC File Layout** document located on the [Forms Inventory](#) page under the WDE950 heading, contains brief definitions of each element, business rules, and proper layouts for the CSV file submissions. All WDE950 Data Elements are explained in detail below. There are potentially three times during the school year where the

WDE950 will have to be compiled and sent to the WDE. Once during the initial collection window, once during the Graduation Rate Review process as each graduated student requires a WDE950 transcript, and once during the WDE950 Hathaway review window. The review processes allow districts to upload corrected and/or missing transcripts.

Student File – File name: ‘Students.csv’

The WDE950 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 45 data elements. Sixteen elements are mandatory for grade level 12 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 | • studentNum |
| • firstName | • wiserID |
| • middleName | • schoolDistrictName |
| • nameSuffix | • schoolName |
| • street | • schoolStreet |
| • aptNum | • schoolApt |
| • city | • schoolCity |
| • state | • schoolState |
| • zipCode | • schoolZip |
| • phone | • schoolPhone |
| • birthDate | • schoolDistrictURL |
| • gradeLevel | • stateID |
| • gender | • gradDate |

- successCurriculumLevel
- successCurriculumWaiver
- gpaUnWeighted
- gpaWeightedHathaway
- creditEarned
- classSize
- classRank
- rankDate
- birthCity
- schoolEntryDate
- creditAttempted
- gpaCreditEarned
- gpaQualityPoints
- achievementProficiency1
- achievementLanguage1
- achievementProficiency2
- achievementLanguage2
- achievementProficiency3
- achievementLanguage3

lastName

Please use the student's legal last name as it appears on their Birth Date and/or Legal Presence documents. Up to 35 characters are allowed. 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 WISER Registration System. More details on name entry standards can be found in the [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. Up to 35 characters are allowed. 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 WISER Registration System. More details on name entry standards can be found in the [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. Up to 35 characters are allowed. 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 [Legal Name Entry Guidebook](#).

nameSuffix

This is a generation indicator. Up to 8 characters are allowed. This is an optional element. The only allowable values are:

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

street

This is the student's street address. Up to 30 characters are allowed. It is an optional element.

aptNum

This is the student's apartment, lot, room, or suite number. Up to five characters are allowed. This is an optional element.

city

This is the city of the student's address. Up to 25 characters are allowed. 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'. Up to 10 digits are allowed. This is an optional element.

birthDate

The student's date of birth should be entered in the 8-digit format of YYYYMMDD. Student's date of birth will be verified against the WISER Registration System. This is a mandatory element.

gradeLevel

Report the student's two-character grade level placement for the reported school year. This is a mandatory element.

Valid values are:

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

gender

The student's gender. Student's gender will be verified against the WISER Registration System. This is a mandatory element. Valid values are:

- M - Male
- F - Female

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 WISER Registration System. This is a mandatory element.

schoolDistrictName

This is the full name of the school district of the student's enrollment. Up to 25 characters are allowed. This is a mandatory element.

schoolName

This is the full name of the school of the student's enrollment for the reported school year. Up to 25 characters are allowed. This is a mandatory element.

schoolStreet

This is the street address of the school. Up to 30 characters are allowed. This is an optional element.

schoolApt

This is the apartment, room, or suite number for the school. Up to 5 characters are allowed. This is an optional element.

schoolCity

This is the city of the school's address. Up to 30 characters are allowed. 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'. Up to 10 digits are allowed. This is an optional element.

schoolDistrictURL

This is the URL for the website of the school. Up to 50 characters are allowed. 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 8-digit format of YYYYMMDD. This is a mandatory element.

Of note, if a grade level 12 student has not yet graduated at the time the transcripts files are loaded, enter the expected date of graduation. The word 'Expected' will appear on the transcript behind the graduation date when the transcripts are loaded on dates that occur before the expected graduation date.

successCurriculumLevel

This is the level of Hathaway Scholarship Success Curriculum courses completed, not the award level a student is eligible to receive. The Wyoming post-secondary institutions where the student enrolls will make the final scholarship level determination. When reporting the Hathaway Success Curriculum Level, remember that the success curriculum level is not impacted by, nor a reflection of, the student's high school GPA or ACT score. Report only the level of curriculum the student completed. In the event that a course waiver is approved by the WDE for any Hathaway course requirements, the student's transcripts must be updated to reflect the appropriate success curriculum level. Up to 30 characters are allowed. This is a mandatory element.

Valid values are:

- Honors/Performance
- Opportunity
- Provisional Opportunity
- None (if no level of Success Curriculum requirements were met)

successCurriculumWaiver

This identifies whether or not a student has received a Hathaway Scholarship Success Curriculum waiver. This is a mandatory element. Valid values are:

- Y – Yes
- N – No

When this element is 'Y', the words 'with Waiver' will appear on the transcript after the Hathaway Success Curriculum Level is completed by the student. Additional explanatory information about Hathaway Success Curriculum waivers follows.

In rare instances, such as not being able to complete foreign language courses due to being deaf, school counselors facilitate a student's request for a Hathaway Success Curriculum waiver from the Wyoming Department of Education. If a waiver is approved (counselors are informed of waiver decisions), indicating 'Y' in this field will account for the discrepancy between the level of Hathaway Success Curriculum completed and the Hathaway courses indicated on the student's transcripts.

For example, if a student receives a waiver for the Hathaway Success Curriculum foreign language requirements but has completed all other Honors/Performance curriculum requirements, because the words 'with Waiver' will appear after 'Honors/Performance' on the transcript, the transcript will pass post-secondary and electronic verification even though foreign language courses are not included. (Of note, the post-secondary institutions will still require students to provide waiver approval when their Hathaway Scholarship application is being verified.)

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 obtained by dividing the total grade points received by the total number of credits attempted. This usually includes grade points received and credits attempted in his or her current high school as well as those transferred from high schools in which the individual was previously enrolled. This is a mandatory element.

This is a numeric element and must include 2 decimal places. For example, 3.59 out of a 4.00.

gpaWeightedHathaway

The 5.0 scale is used to determine the level of Hathaway Scholarship awarded. The 5.0 scale will apply only to Advanced Placement (AP), International Baccalaureate (IB), and 1000+ level and above dual/concurrent courses. All other courses will retain the 4.0 scale value. This is a mandatory element.

This is a numeric element and must include 2 decimal places. For example, 4.25 out of a 5.00.

Grade	Point Value for a 4.0 Scale	Point Value for a 5.0 Scale
A	4	5
B	3	4
C	2	3
D	1	2
F	0	0

creditEarned

The number of credits a student earned for completing courses included in this transcript. This is a numeric element with 2 decimal places. This is a mandatory element.

classSize

This is the total number of students in the student's graduating class. This is a 4-digit optional element.

classRank

This is the academic rank of a student in relation to his or her graduating class. For example: 1st, 2nd, 3rd. This is a 4-digit optional element.

rankDate

This is the date on which the class ranking was computed. Dates should be entered in the following 8-digit format of YYYYMMDD. This is an optional element.

birthCity

This is the name of the city in which the student was born. Up to 30 characters are allowed. This is an optional element.

schoolEntryDate

This is the date on which an individual entered the reporting school. Dates should be entered in the 8-digit following format of YYYYMMDD. 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.

NOTE: The following six elements pertain to the Seal of Biliteracy (SoBL). If the student has received the SoBL these elements are mandatory, otherwise leave blank.

achievementProficiency1

This is the level of the Seal of Biliteracy (SoBL) award. If the student has been awarded a SoBL, enter their first level of award, otherwise leave blank. This is a 3-character element. Valid values are:

- ADV – Advanced Distinction Seal of Biliteracy
- BAS – Seal of Biliteracy

achievementLanguage1

Enter 3-30 characters for the first World Language if the student has received the Seal of Biliteracy. Otherwise leave blank.

achievementProficiency2

This is the level of the Seal of Biliteracy (SoBL) award. If the student has been awarded a second SoBL, enter their second level of award, otherwise leave blank. This is a 3-character element. Valid values are:

- ADV – Advanced Distinction Seal of Biliteracy
- BAS – Seal of Biliteracy

achievementLanguage2

Enter 3-30 characters for the second World Language if the student has received a second Seal of Biliteracy. Otherwise leave blank.

achievementProficiency3

This is the level of the Seal of Biliteracy (SoBL) award. If the student has been awarded a third SoBL, enter their third level of award, otherwise leave blank. This is a 3-character element. Valid values are:

- ADV – Advanced Distinction Seal of Biliteracy
- BAS – Seal of Biliteracy

achievementLanguage3

Enter 3-30 characters for the third World Language if the student has received a third Seal of Biliteracy. Otherwise leave blank.

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

The WDE950 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 18 data elements. Twelve elements are mandatory for grade level 12 transcripts and are highlighted in yellow below. Two elements, highlighted below in green, are conditional and depending on other criteria, may be required. **All Hathaway Success Curriculum courses must be included on grade level 12 transcripts even if those courses were transfer-in or completed prior to ninth grade.** 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 | • title |
| • courseSchoolName | • scholarshipCourseIndicator |
| • termYear | • percentHathawayCourseRequirement |
| • termCode | • preNinthHath |
| • sessionCode | • mark |
| • startDate | • creditEarn |
| • endDate | • instructionLevel |
| • courseID | • localSectionId |
| • scedCode | • stateCourseId |

wiserID

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

courseSchoolName

The full, legally accepted or popularly accepted name of the school *where the course was provided*. If applicable, this element should reflect the name of the college, university, or virtual/on-line school if taken as a dual or on-line virtual course. 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 element is optional for courses provided by schools outside the reporting district and required for courses provided by schools within the reporting district.

For courses provided by schools outside the reporting district, valid values are dates consistent with the reporting district's school year calendar.

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 should not equal the SCED code. Up to 30 characters are allowed. This is a mandatory element.

scedCode

This is the SCED code associated with each course. This is an optional element.

If this element is populated, then 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, C, E, G, H or X. Only actual SCED codes are acceptable if this element is populated.

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. Up to 35 characters are allowed. 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. This is a mandatory element if the course is a Hathaway course otherwise leave blank. Valid values are:

- ART – Fine Arts (FA)
- CT1 – First years' worth of Course Content in a Sequence or Program of Study*
- CTA – Additional years' worth of Course Content in a Sequence or Program of Study*
- CTE – CTE course not associated with a Sequence or Program of Study*
- ELA – English (ELA)
- MA1 – Algebra I or Functional Equivalent
- MA2 – Algebra II or Functional Equivalent
- MAA – Courses that are considered a higher level than Algebra II (advanced level)
- MAD – Additional Courses Not Considered Past the Level of Algebra II
- MGE – Geometry or Functional Equivalent
- MUS – Music
- SCA – Additional Science
- SCC – Science (Biology, Chemistry, Physics, Physical Science, computer science, geology)
- SSD – Social Studies
- THE – All Theater/Dance
- WL1 – First course in a Sequence of World Language*
- WLA – Additional course in a Sequence of World Language*

* Sequencing is defined by the district for the purpose of Hathaway reporting.

percentHathawayCourseRequirement

Percent of the Hathaway requirement met by a single section of the course as presented in the transcript. Valid range is 0.00 to 1.00. Format is N.NN. This element should be filled in if the **scholarshipCourseIndicator** has a value, however it is not mandatory. If the course is not a Hathaway course leave this element blank.

An example of this element in practice is a college course like WELD 1010, which is a single-semester welding course that typically earns students 0.50 credits towards graduation. However, many school districts may count this course as fulfilling a full year of the Career and Technical Education (CTE) requirement for Hathaway purposes. This approach can be applied to various courses and is ultimately a district-level decision. The criteria for satisfying Hathaway requirements can differ from the credits earned for graduation.

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. This is a mandatory element. Valid values are:

- Y – Yes
- N – No

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.

instructionLevel

This two-character field indicates what level the course is taught or if the student took a dual or concurrent course. This is a mandatory element. Please ensure the **SCED code** reflects the appropriate course as these two elements will be verified against the WDE638.

The table below indicates the valid values for this element. Advanced Placement (AP) and International Baccalaureate (IB) courses should be labeled as such and **not** as Post-Secondary Dual (**HS**) or Post-Secondary Concurrent (**CL**). The HS and CL course label only apply to dual/concurrent enrollment courses that are equivalent to a **1000+** level or above course. See "**Post-Secondary Dual & Concurrent Enrollment Courses**" below the code set table for additional information on proper identification of these course types.

- AP courses should be recognized with an approved syllabus by the [College Board](#).
- IB courses should be a part of the [International Baccalaureate](#) program/curriculum.
- Dual/Concurrent courses should be equivalent to a 1000+ level course.

Value	Definition	Value	Definition
AP	Advanced Placement	HL	Honors Level
BA	Basic	HS	Post-Secondary Dual
CL	Post-Secondary Concurrent	IB	International Baccalaureate
EL	English Language Learner	OC	Other College Level Course
GE	General	RM	Remedial
GT	Gifted & Talented level	SE	Special Education course

Post-Secondary Dual & Concurrent Enrollment Courses

These are courses where Wyoming high school students earn both high school and college credit upon successful completion. A course is only to be identified as Post-Secondary Dual or Concurrent when delivered in compliance with requirements provided on the Wyoming Community College Commission (WCCC) site <https://communitycolleges.wy.edu/colleges/dual-concurrent-enrollment/>. Requirements include (but are not limited to) establishment of a relationship between a Wyoming K-12 school district and a Wyoming

Community College/the University of Wyoming, and that approval processes for instructors, course offerings, and student enrollments are followed.

A 'Post-Secondary Dual' course is taught by a college instructor, and is generally taught at a college or outreach center. A 'Post-Secondary Concurrent' course is taught by a college-approved high school teacher, and is generally taught at a high school. Dual and concurrent courses may be delivered virtually or face-to-face.

localSectionId

This is the section id of the course that the student took. The value is a combination of the district's local course Id and the district's local section number separated by a '-'. While this is currently an optional element it will be used to determine whether a course attempted for credit by a student is unique or a duplicate of another. Credit will only contribute to a student's total for unique sections. **If this element is not present, courseID will be used to determine uniqueness.** Up to 25 characters are allowed. This is an optional element.

stateCourseId

The stateCourseId can be populated with one of two allowable course id types: SCED Based or CollegeCourseID. This is a mandatory element.

SCED based stateCourseIds will be the 12-digit format of 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, C, E, G, H or X.

CollegeCourseID based stateCourseIds will be in the following format: 2 to 5 uppercase letters, followed by a single space, followed by 4 numeric characters, followed by (optional) uppercase "L".

Examples:

- AB 0123
- ABC 1234L
- ABCD 2345
- ABCDE 3456L

Hathaway Success Curriculum courses taken prior to ninth grade should be included on the transcript. The 'NoCourseSCED' designation may be used when a **stateCourseId** code is unknown, including transfer courses that are not offered in the district

Student Test File – File Name: 'StudentsTests.csv'

The WDE950 consists of four files. The third file is the Student Test file. Repeat these data elements for all tests/assessments. The purpose of this file is to submit assessment results for each student, specifically ACT and WorkKeys results. It contains six data elements. The results of multiple assessments may be submitted and will appear on the transcript including multiple ACT results. This is a required file.

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

- wiserID
- testType
- subtestName
- testScore
- scoreType
- testDate

A table is provided at the end of the element description section to illustrate the rules of the mandatory elements for this file.

wiserID

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

testType

This is the title or name of the assessment, specifically for this collection, the ACT or WorkKeys although other assessments are allowed. This is a mandatory element.

The only allowable testType values for the ACT or WorkKeys assessments are 'ACT' or 'WorkKeys' respectively. If no ACT or WorkKeys score was obtained by the student or is unavailable to the district, the following value is mandatory: 'NoACTorWorkKeys'. This file cannot be accepted without one of the three above values (ACT, WorkKeys, or NoACTorWorkKeys) present.

subtestName

This is the description of the total score of the content or subject area of an assessment. For this collection, the ACT composite score (obtained without state allowed accommodations) or the WorkKeys total score are required. (If a NoACTorWorkKeys testType value was given, the subTestName value can be empty.) This is a conditional element.

The following values for the ACT or WorkKeys testType must be included:

- For the ACT composite score, the district/school must designate the highest ACT composite score with a value of 'CompositeHighest'. Once this value is listed for the student, multiple 'Composite' values can be entered. Please see the **Mandatory File Requirements** table at the end of this section for additional information.
- For the ACT taken with state-allowed accommodations, the only allowable value is 'StateAccommodations' (no composite or content areas may be included).
- For the WorkKeys total score, only the allowable value is 'TotalScore'.

Values for the ACT taken without state-allowed accommodations and WorkKeys content areas may be included for these assessments but are not required. The following are allowable example subtestName values for the content area:

- For the five ACT content areas; 'English', 'Mathematics' (or 'Math'), 'Reading', 'Science', 'Writing'
- For the three WorkKeys content areas (a.k.a. profile tests); 'Applied Math', 'Locating Info', 'ReadingforInfo'

testScore

This is the description of a meaningful raw score or statistical expression of the performance of this student on this assessment. This field can be up to 25 characters long. This is a mandatory element.

A value of 'Y' is required for the ACT taken with state-allowed accommodations or if no ACT or WorkKeys score is available. See the **Mandatory File Requirements** table at the end of this section for additional information.

The WorkKeys 'TotalScore' is the total of the three profile test level scores added together. A level score of <3 is equivalent to zero points. The following table provides information about the WorkKeys total score calculation for the WDE950 report requirements:

WorkKeys Profile Test	Level Score Range	Example Total Score
Applied Mathematics	<3 to 7	4
Locating Information	<3 to 6	5
Reading for Information	<3 to 7	<3
Possible Total Scores	0 to 20	9

scoreType

This is the method or type of score for this student on this assessment. PESC Test Score Methods are: Scaled, Graded, Standard, Raw, Percent, Mastery, Adjective, Stanine, Percentile, Normal Curve, Equated and Local. For scores like the ACT, they should be reported as scaled scores. The WorkKeys score should be reported as Standard. This is a conditional element.

testDate

This is the month, day, and year in which the outcome of the test/assessment is recorded for the student. This is a mandatory element for any test scores (other than testScore 'Y') in the file. Dates should be entered in the following format of YYYYMMDD.

Mandatory File Requirements

At least one of the four test types in the table below must be provided for each transcript or the file will not be accepted. The table illustrates the allowable values for five of the file elements.

testType	subtestName	testScore	scoreType	testDate
ACT	CompositeHighest	Numeric	Scaled	YYYYMMDD
ACT	StateAccommodations	Y	(NA-Empty)	(NA-Empty)
WorkKeys	TotalScore	Numeric	Standard	YYYYMMDD
NoACTorWorkKeys	(NA-Empty)	Y	(NA-Empty)	(NA-Empty)

Note: (NA-Empty) as column value in above table is indicating that the column should be left blank, that is, no data is present; the column is null. Do not submit (NA-Empty) as a value in the column.

Of note, ACT scores obtained with the state-allowed accommodations must not appear on a transcript as they are not college reportable. These scores may be used for Hathaway Scholarship eligibility determination but it is the student's responsibility to provide the post-secondary institutions with their student score report from ACT. For the WDE950 legislative reporting, these scores will be obtained from the WDE ACT student level data file to be included in the school and district performance calculations.

Superscore

A Superscore is the **average of the four best subject scores in English, math, reading and science** across all ACTs taken by a student. Each student taking the ACT multiple times will now generate a superscore from all of their tests. In order to report the student's Superscore on the transcript for Accountability purposes, the testType has to be 'ACT' and the subtestName must contain 'Superscore'. For testDate, please use the most recent test date of the four subject areas.

testType	subtestName	testScore	scoreType	testDate
ACT	Superscore	Numeric	Scaled	YYYYMMDD

To access a student's Superscore, please access ACT's [Success.org](https://www.act.org/success) portal.

Student Immunization File – File Name: 'StudentsImmunization.csv'

The WDE950 consists of four files. The fourth file is the Student Immunization file. Repeat these data elements for all immunizations. The purpose of this file is to place immunization history on the transcript for the student. It contains 4 elements, three of which are required and one that is optional if the file is to be submitted. This is an optional file.

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

- wiserID
- ImmunizationType
- ImmunizationDate
- ImmunizationStatus

wiserID

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

ImmunizationType

This is an indication of the type of immunization that an individual has satisfactorily received. It can be up to 25 characters long. This is a mandatory element.

ImmunizationDate

This is the month, day, and year on which this student received this immunization. Dates should be entered in the following format of YYYYMMDD. This is a mandatory element.

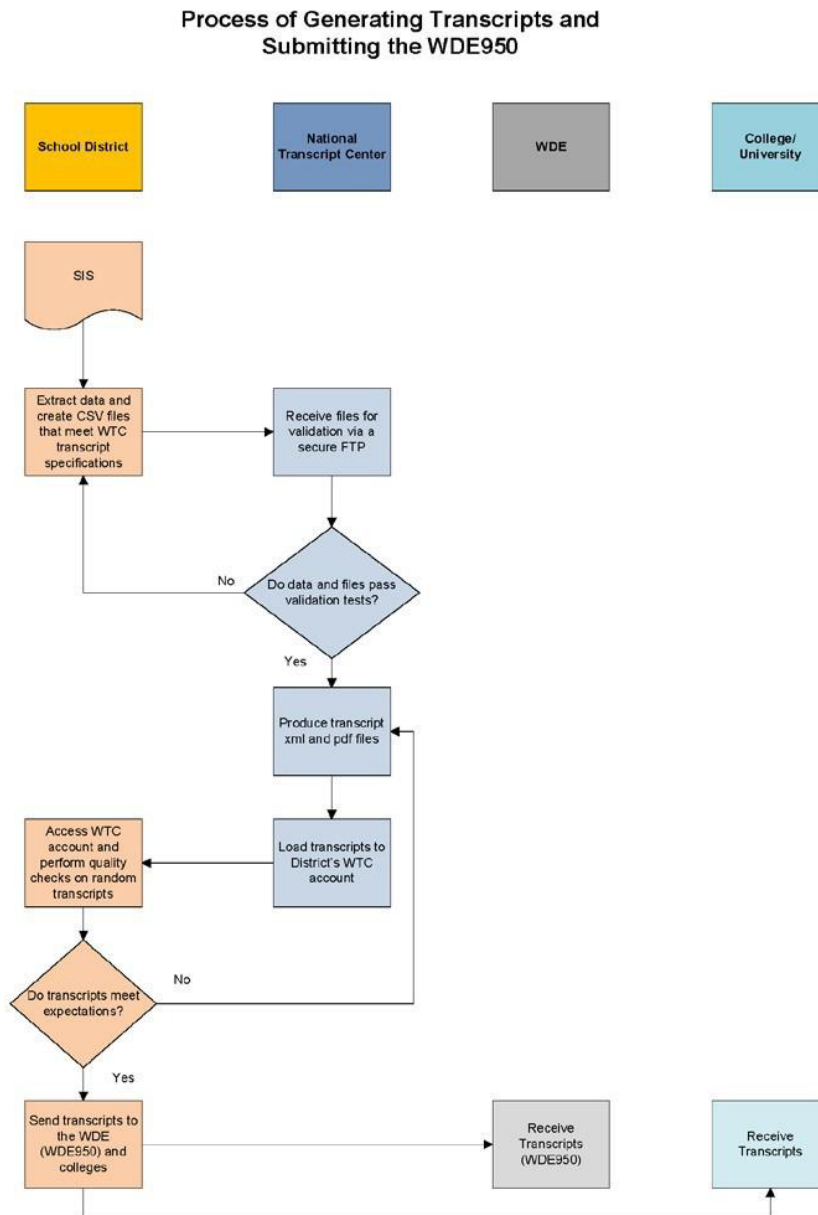
ImmunizationStatus

This is an indication of circumstances or situations affecting the immunization of this student. This is an optional element.

The valid values are:

- CE – Conditional Exemption
- DE – Disease Exemption
- ME – Medical Exemption
- RE – Religious Exemption

Process Flowchart



Uploading to the WTC

The National Student Clearinghouse (NSC) is the vendor that oversees the Wyoming Transcript Center (WTC) and once the mandatory CSV files have been compiled, they need to be uploaded to the secure FTP site managed by the NSC for data validation. Once the CSV files have passed data validation, the data will automatically be transferred to the WTC in the form of transcripts. Please visit the NSC 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 Clearinghouse at K-20Transcripts@studentclearinghouse.org or call: (703) 742-4200.

After calling **703-742-4200**, please use the options below for support of Transcript Center:

1. Option 1 for School Employee, then
2. Option 1 for Transcript Services, then
3. Option 2 for High School Transcripts from Tennessee (TN) or Wyoming (WY)

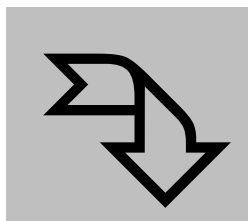
As always, please email the WTC at K-20Transcripts@studentclearinghouse.org or visit their website at studentclearinghouse.org/support to submit a support request for the Transcript Center.

Process summary:

- Once the files are uploaded to the secure FTP site, data validation will be performed.
- If the data (csv) files do not pass data validation, the user will receive an email titled 'K-20 Transcript service Upload Result' from the NSC stating what is wrong with the data and that no files were written.
- Correct the data and resubmit to the WTC, repeating this process until all errors have been resolved.
- Once all errors are resolved, the user will receive a confirmation email from the NSC, also titled 'K-20 Transcript service Upload Result'. In this email it will state that the 'Result: Success'
- Data will then automatically be transferred to the WTC as transcripts.
- Once the transcripts appear on the WTC, they will need to be sent to WDE to complete the process.
- Please allow 30 minutes to pass between the receipt of the success email and the last step of sending the transcripts to the WDE. This will assure that all transcripts are available to be sent.

Send to the WDE

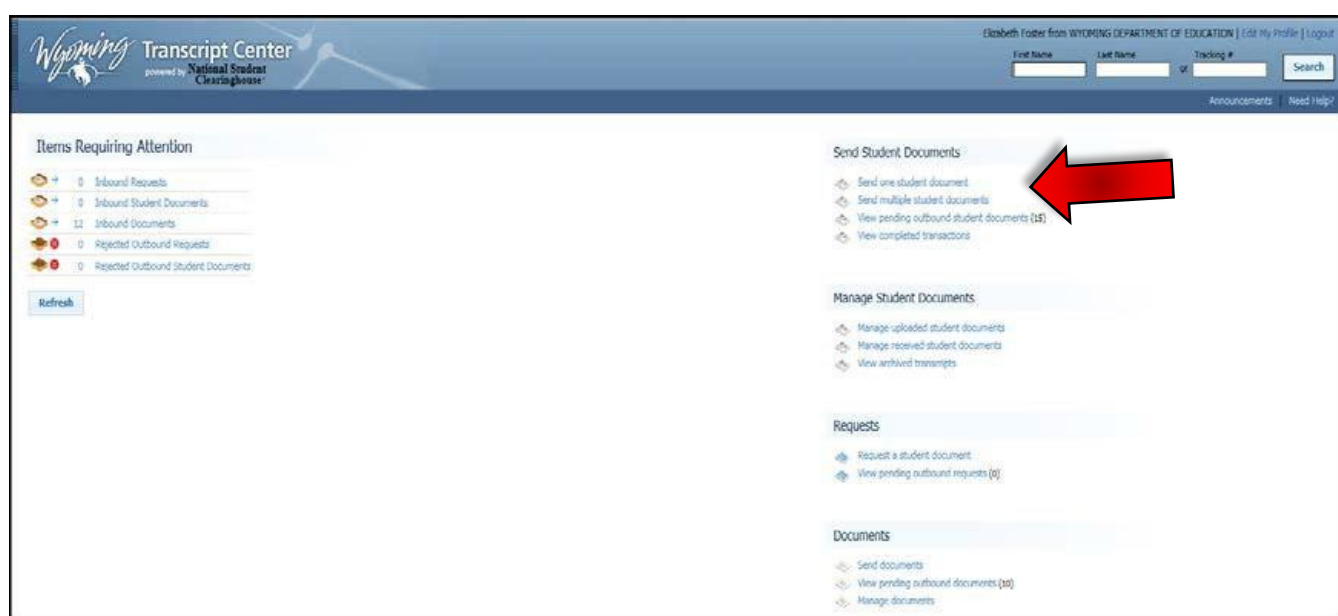
Now that the transcripts are on the WTC, the user will need to send them to the WDE for final processing. The WDE950 is submitted to the WDE via the Wyoming Transcript Center (WTC). A user account is required for access. Please contact the Partner User of the district for the WTC for login credentials or




please contact the Data Collection Specialist, Elizabeth Foster via email, elizabeth.foster@wyo.gov or by phone, 307-777-7009.

Please navigate the WTC web site located at <http://wy.transcriptcenter.com/>. The WTC can also be accessed via [WDE's website](#) by clicking on the Data drop-down menu and then clicking on the Wyoming Transcript Center icon under the Data & Reporting Tools link.

Once logged into the WTC, it is recommended that several randomly chosen transcripts be viewed as well as perform quality checks upon. Once the transcripts meet expectations, proceed to send them to the WDE. Once logged in, the user will be on the main page of the WTC as shown by the following example. Note: due to the user's specific user credentials, the main page of the WTC may not be an exact match to the following example of the WTC main page.



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



Wyoming Transcript Center
powered by National Student Clearinghouse

To test from ALBANY COUNTY SCHOOL DISTRICT #1 | Edit My Profile | Logout

First Name Last Name Tracking # Search

Announcements | Need Help?

Select an Institution of ALBANY COUNTY SCHOOL DISTRICT #1

Select the institution sending the student documents

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First previous Page 1 of 1 next last

Name #	Street	City	State/Province	Type	ID
<input type="checkbox"/> BEETEL ELEMENTARY	811 SOUTH 17TH STREET	LARAMIE	WY	Pre-K through 12	560173000005
<input type="checkbox"/> CENTENNIAL ELEMENTARY	P.O. BOX 326	CENTENNIAL	WY	Pre-K through 12	560173000007
<input type="checkbox"/> COZY HOLLOW ELEMENTARY	666 ALBANY COUNTY ROAD #727	ROCK RIVER	WY	Pre-K through 12	560173000029
<input type="checkbox"/> HARBORVIEW ELEMENTARY	20 LEVINS ROAD, COALMONT ROUTE	LARAMIE	WY	Pre-K through 12	560173000011
<input type="checkbox"/> INDIAN PAINTBRUSH ELEMENTARY	1653 N. 26TH STREET	LARAMIE	WY	Pre-K through 12	560173000004
<input type="checkbox"/> LARAMIE HIGH SCHOOL	1718 S. Bealder Dr.	LARAMIE	WY	Pre-K through 12	560173000001
<input type="checkbox"/> LARAMIE JUNIOR HIGH SCHOOL	1305 NORTH 22ND	LARAMIE	WY	Pre-K through 12	560173000002
<input type="checkbox"/> RIVER BRIDGE ELEMENTARY	GARRETT ROUTE	ROCK RIVER	WY	Pre-K through 12	560173000018
<input type="checkbox"/> ROCK RIVER ELEMENTARY	P.O. BOX 128	ROCK RIVER	WY	Pre-K through 12	560173000043
<input type="checkbox"/> ROCK RIVER HIGH SCHOOL	P.O. BOX 128	ROCK RIVER	WY	Pre-K through 12	560173000003
<input type="checkbox"/> ROCK RIVER JUNIOR HIGH SCHOOL	P.O. BOX 128	ROCK RIVER	WY	Pre-K through 12	560173000017
<input type="checkbox"/> SLADE ELEMENTARY	1212 BAKER	LARAMIE	WY	Pre-K through 12	560173000020
<input type="checkbox"/> SNOWY RANGE ACADEMY	4037 GRAND AVENUE, SUITE A	LARAMIE	WY	Pre-K through 12	560173000016
<input type="checkbox"/> SPRING CREEK ELEMENTARY	1203 RUSSELL	LARAMIE	WY	Pre-K through 12	560173000008
<input type="checkbox"/> UFW LABORATORY SCHOOL	P.O. BOX 3374	LARAMIE	WY	Pre-K through 12	560173000035
<input type="checkbox"/> VALLEY VIEW ELEMENTARY	16 MANDEL LANE	LARAMIE	WY	Pre-K through 12	560173000025
<input type="checkbox"/> VALLA LUMFORD ELEMENTARY	120 SOUTH JOHNSON	LARAMIE	WY	Pre-K through 12	560173000014
<input type="checkbox"/> WHITTING HIGH SCHOOL	601 S. 2nd St.	LARAMIE	WY	Pre-K through 12	560173000066

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OK Cancel

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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 a time. Repeat this process until all transcripts for each school have been sent. If you are not logged in as a Partner User, you will only see the school your user account has access to.

The system will display a list of student transcripts that have been uploaded for the selected Institution. If necessary, filter the list of students that are needing to be sent to the Department to satisfy the WDE950 collection requirements.

Next, select the students by either checking the box located next to the Last Name column or by individually checking the box located next to 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 drop down box located on the right side of the screen.

Wyoming Transcript Center
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Send multiple student documents to a recipient

1. Select Student Documents

Select the student documents to be sent

Select one or more student documents from the list below or upload additional student documents.

Selected Students

Showing 0-0 of 0 | first previous Page 1 of 0 next last | Show 10 per page

Name	Gender	Date of Birth	Student #	Document Type	View	Attachments
(Please select the student documents to be sent)						

Available Students

Search for a Student Document

Show additional columns

Showing 1-10 of 38 | first previous Page 1 of 4 next last | Show 10 per page

Last Name	First Name	Middle Name	Suffix	Gender	Date of Birth	Student #	Document Type	Uploaded	Type	View	Attachments

All times in local time zone

Cancel Upload

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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. The system will do one of two things. 1) – if you’ve sent transcripts before the system will take you to the Most Frequently Used Recipients tab and you’ll be able to select the WYOMING DEPT OF EDUCATION – HATHAWAY UNIT as the institution to send your transcripts to. Or 2) – the system will take you to the Institutions tab. From here, you will need to choose the institution to send the transcripts to. For the WDE950 data collection, choose ‘WYOMING DEPT OF EDUCATION – HATHAWAY UNIT’ by typing in ‘Hathaway’ in the Name search field. Select the correct institution and then click the Next button.

Available Recipients

Most Frequently Used Recipients | Institutions | Secure PDF Recipient

Showing 1-9 of 9 | first previous Page 1 of 1 next last | Show 10 per page

Name	Street	City	State/Province	Type	ID
Hathaway					
ELLEN R HATHAWAY	256 COURT STREET	NEW BEDFORD	MA	Pre-K through 12	250843001323
HATHAWAY (JULIEN) ELEMENTARY	405 E. DOLLIE ST.	OXNARD	CA	Pre-K through 12	061785002200
Hathaway Brown School	19600 NORTH PARK BOULEVARD	SHAKER HEIGHTS	OH	Pre-K through 12	361260
HATHAWAY ELEMENTARY	630 24TH ST	WASHOUGAL	WA	Pre-K through 12	530954001622
HATHAWAY HIGH SCHOOL	4040 PINE ISLAND HIGHWAY	SEWINGDS	LA	Pre-K through 12	220081000564
HATHAWAY SCHOOL	PO BOX 920670	SPRING	CA	Pre-K through 12	00006918
HOWARD HATHAWAY SCHOOL	TALLMAN AVENUE	PORTSMOUTH	RI	Pre-K through 12	440067000204
WYOMING COMMUNITY COLLEGE COMMISSION - HATHAWAY REPORTS	2020 CAREY AVE 8TH FLOOR	CHEYENNE	WY	Co-academic	000000000000
WYOMING DEPT OF EDUCATION - HATHAWAY UNIT	122 W. 25th St., Suite E200	Cheyenne	WY	Co-academic	000000000001

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Send multiple student documents to a recipient

1. Select Student Documents 2. Select Recipient 3. Confirm and Submit 4. Results

Review the details of these deliveries

When you select the "Send" button below, NTC will translate the data into the selected recipient's preferred format and send the student document. On the next screen, NTC will provide unique tracking numbers for each student document.

Selected Students (10)

Showing 1-10 of 10

Name	Gender	Date of Birth	Student #	Document Type	View	Attachments
Student 1	Male	11/11/1995	11111111	StudentDocumentType	PDF	
Student 2	Female	11/11/1995	11111112	StudentDocumentType	PDF	
Student 3	Male	11/11/1995	11111113	StudentDocumentType	PDF	
Student 4	Female	11/11/1995	11111114	StudentDocumentType	PDF	
Student 5	Male	11/11/1995	11111115	StudentDocumentType	PDF	
Student 6	Female	11/11/1995	11111116	StudentDocumentType	PDF	
Student 7	Male	11/11/1995	11111117	StudentDocumentType	PDF	
Student 8	Female	11/11/1995	11111118	StudentDocumentType	PDF	
Student 9	Male	11/11/1995	11111119	StudentDocumentType	PDF	
Student 10	Female	11/11/1995	11111120	StudentDocumentType	PDF	

Sending Institution

Name: ROCK RIVER HIGH SCHOOL Address: P.O. BOX 126, ROCK RIVER, WY 82083-0126

Recipient

Name: WYOMING DEPT OF EDUCATION - HATHAWAY UNIT Address: 122 W. 25th St., Suite E206, Cheyenne, WY 82002 Charge Per Delivery: Free

Enter a message to be sent with each student document (optional)

Characters remaining: 512

Cancel

Previous Send

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STUDENT PRIVACY PLEDGE

Verify that the Selected Students and the Recipient information is correct, then click the Send button located on the far right of the screen.

Deliveries successful

These student documents have been sent to NTC for processing. Use the tracking numbers shown below to receive an up-to-the-minute status of each delivery.

If the recipient is in the NTC partner network, the student documents will be delivered electronically. If the recipient is not in the NTC network, then NTC will send official paper student documents through the NTC Print Center or the supplied email address.

Sending Institution

Name: ROCK RIVER HIGH SCHOOL Address: P.O. BOX 126, ROCK RIVER, WY 82083-0126

Recipient

Name: WYOMING DEPT OF EDUCATION - HATHAWAY UNIT Address: 122 W. 25th St., Suite E206, Cheyenne, WY 82002

Tracking Information

Showing 1-10 of 10

Tracking ID	Name	Date of Birth	Student #	Document Type
D0571364624	Student 1	11/11/1995	11111111	StudentDocumentType.undefined
D0571460203	Student 2	11/11/1995	11111112	StudentDocumentType.undefined
D0571460218	Student 3	11/11/1995	11111113	StudentDocumentType.undefined
D0571493244	Student 4	11/11/1995	11111114	StudentDocumentType.undefined
D05714602756	Student 5	11/11/1995	11111115	StudentDocumentType.undefined
D0571460290	Student 6	11/11/1995	11111116	StudentDocumentType.undefined
D0571564656	Student 7	11/11/1995	11111117	StudentDocumentType.undefined
D0571564646	Student 8	11/11/1995	11111118	StudentDocumentType.undefined
D0571493129	Student 9	11/11/1995	11111119	StudentDocumentType.undefined
D05713646272	Student 10	11/11/1995	11111120	StudentDocumentType.undefined

Print

Send Paper Records Done

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STUDENT PRIVACY PLEDGE

You will then receive confirmation and a tracking number for each student transcript sent. From here, select the Done button. If you have multiple schools, repeat this process until all transcripts have been sent.

Once all WDE950 student transcripts have been accepted by the WDE, the submission process is complete.

Collection Schedule

It is highly recommended that each school district loads the transcript data by Monday, October 13, 2025. This will ensure that data can be validated and errors corrected before the due date.

**Collection Window:
9/17/2025 – 10/24/2025**

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 October 24, 2025.

Frequently Asked Questions

WHOM DO I CONTACT REGARDING THE WDE950 CONTENT QUESTIONS?

Jennifer Lahiff, (307) 777-8752 or jennifer.lahiff@wyo.gov

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

Email the National Student Clearinghouse at K-20Transcripts@studentclearinghouse.org

Elizabeth Foster, (307) 777-7009 or 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

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

Susan Kruse, (307) 777-6252 or susan.kruse@wyo.gov

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