

wde

WDE950 – Graduated Student Transcripts, Wyoming
Transcript Center

For data being submitted for the School Year 2019-20

November 2020

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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 Statues W.S. 21-16-1308(c)(vii-viii) and in the 2013 Wyoming Accountability in Education Act (WAEA) statue W.S. 21-2-204(c)(iv). These statutes require annual reports 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**

The Students.csv file layout has changed. The element `gpaWeighted` has been replaced with `gpaWeightedHathaway`. Please review the updated definition for the **`gpaWeightedHathaway`** element.

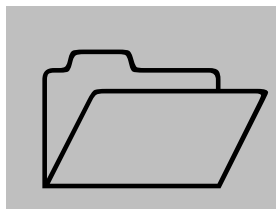
Please review updated as well as new information under the **`instructionLevel`** element.

Two new fields in the StudentsCourses.csv file: **`localSectionId`** and **`stateCourseId`**

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.

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 42 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
- 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
- gpaWeightedHathaway
- 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 WISER ID Registration System. 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 WISER ID Registration System. 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

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. Student's date of birth will be verified against the WISER ID Registration System. This is a mandatory element.

gradeLevel

Report the student's grade level placement for the reported school year. 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. Student's gender will be verified against the WISER ID Registration System. This is a mandatory element.

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 ID Registration System. 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 for the reported school year. 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 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.

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 element is optional for level 12 transcripts beginning for the 2014-15 school year.

Valid values are:

- Advanced
- Comprehensive
- General
- Pending (only valid prior to the date of graduation)

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. 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. 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 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: 1st, 2nd, 3rd. 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). This is an optional element. Valid values are:

- Y – Yes
- N – No

Generally, Curriculum Coordinators are the points-of-contact for setting and monitoring a district's foreign language proficiency requirements.

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. This is a mandatory element. Valid values are:

- Y – Yes
- N – No

Generally, Curriculum Coordinators are the points-of-contact for setting and monitoring a district's foreign language proficiency requirements.

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 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 17 data elements. Twelve elements are mandatory for grade level 12 transcripts and are highlighted in yellow below. Three 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
- courseSchoolName
- termYear
- termCode
- sessionCode
- startDate
- endDate
- courseID
- scedCode
- title
- scholarshipCourseIndicator
- preNinthHath
- mark
- creditEarn
- instructionLevel
- localSectionId
- stateCourseId

wiserID

This is the WDE 8-digit state assigned record identifier for the student. It will be verified against the WISER ID 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. 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. SCED codes should be included on the WDE950 and aligned to the appropriate course, including AP and IB courses. The 'NoCourseSCED' designation may be used when a SCED code is unknown, including transfer courses that are not offered in your district. This is a mandatory element.

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.

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. This is a mandatory element. Valid values are:

- Y – Yes
- N – No

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 digit 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	RM	Remedial
GE	General	SE	Special Education course
GT	Gifted & Talented level		

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.** This is an optional element.

stateCourseId

Currently this is an optional element and is just the same as the course's SCED code. Beginning in 2020-21 this will reflect the Id of course in the State's course id system. This is an optional element.

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 test/assessments. The purpose of this file is to submit assessment results for each student, specifically ACT and WorkKeys results. 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 ID 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 not 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 'StateAccomodations' (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 bare 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

WorkKeys Profile Test	Level Score Range	Example Total Score
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)

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.

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.

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

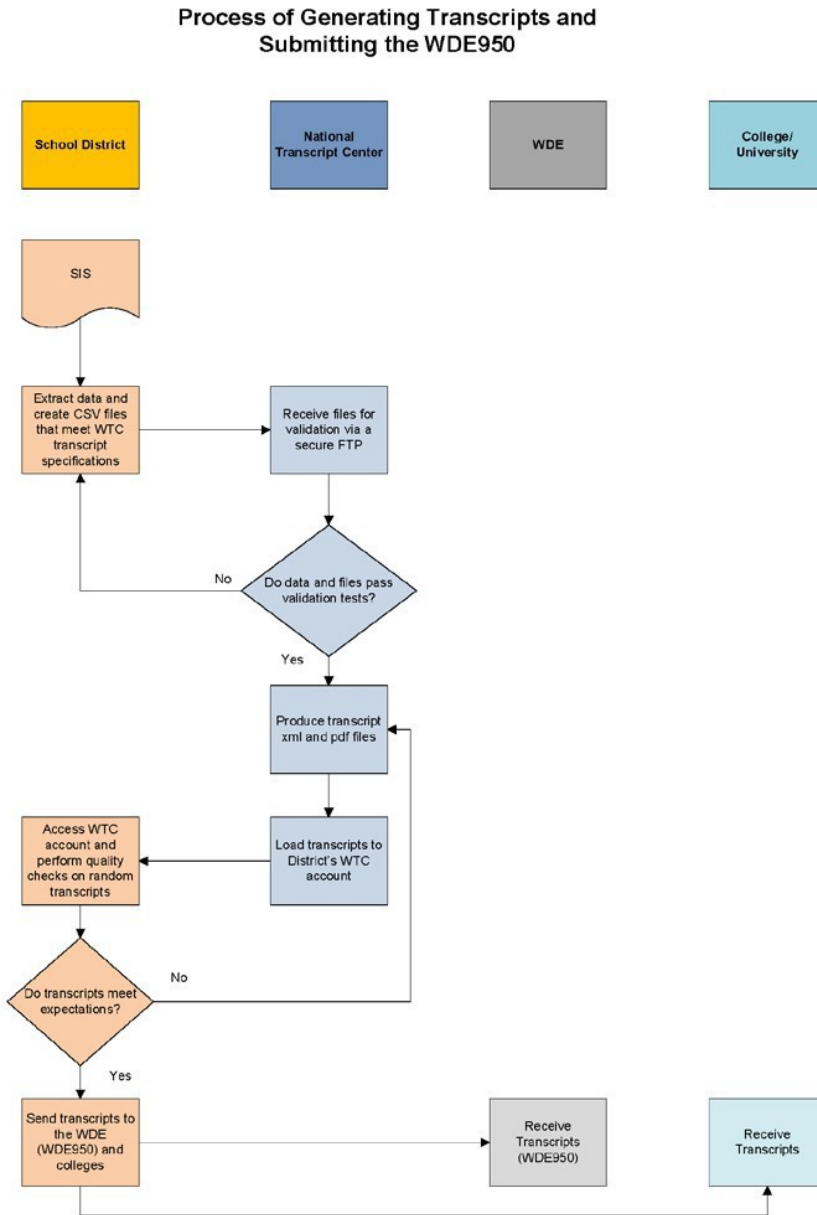
ImmunizationStatus

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



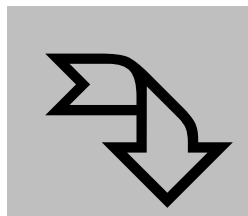
Uploading to the WTC

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.

Once these files are uploaded to the WTC, data validation will be performed. If the data (csv) files do not pass data validation, the user 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, the user 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 the data will then automatically be transferred to the WTC as transcripts. The user will then be able to proceed to the next step; sending your transcripts to the WDE.

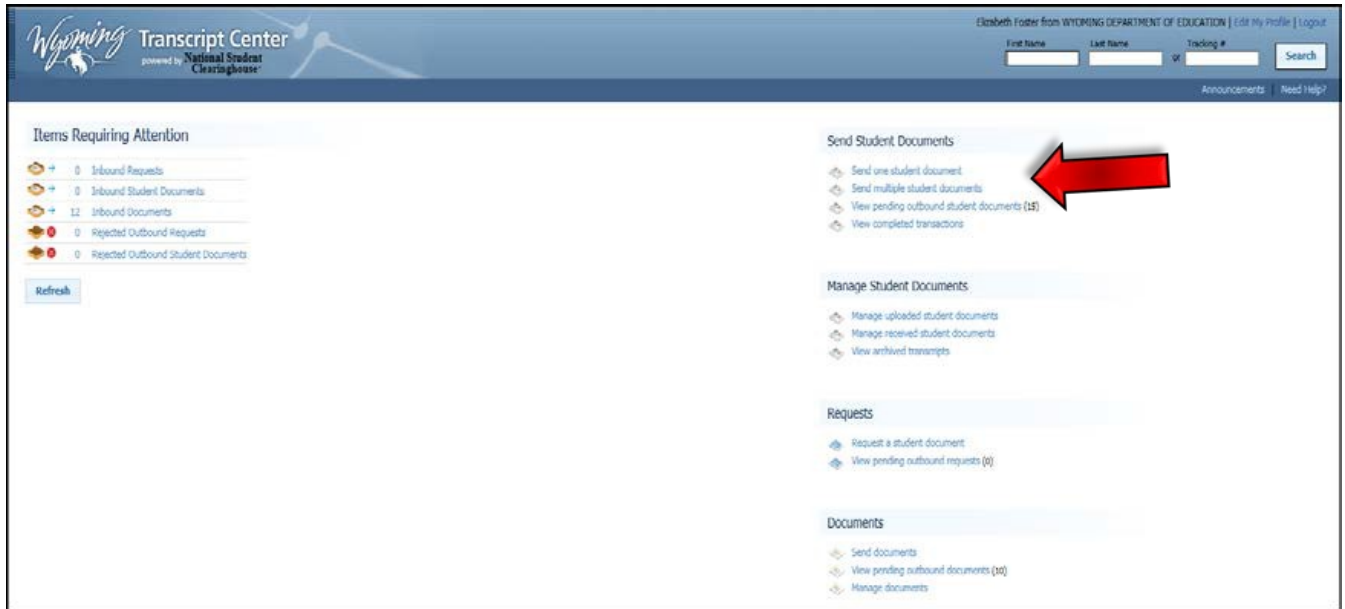
Send to the WDE



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 web site (edu.wyoming.gov) by clicking on the Data & Reporting link and then clicking on the Wyoming Transcript Center logo under the Data & Reporting Tools.

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.



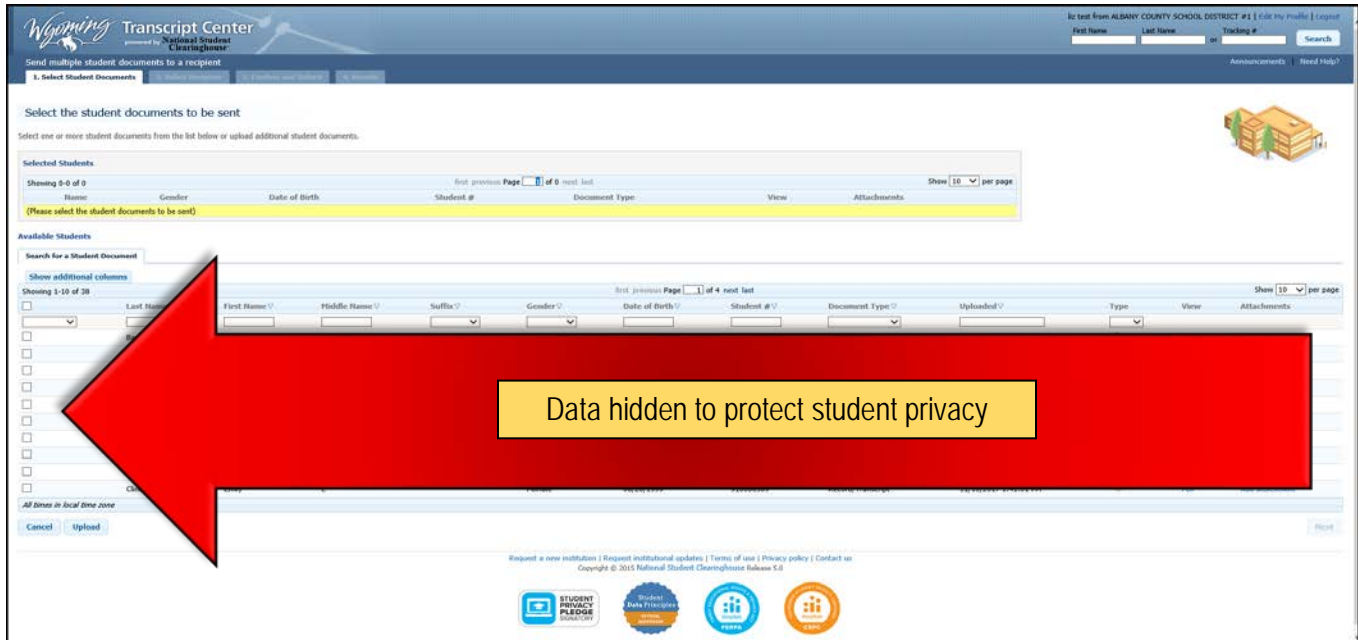
Under the 'Send Student Documents' heading, click on the 'Send multiple student documents' option.



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

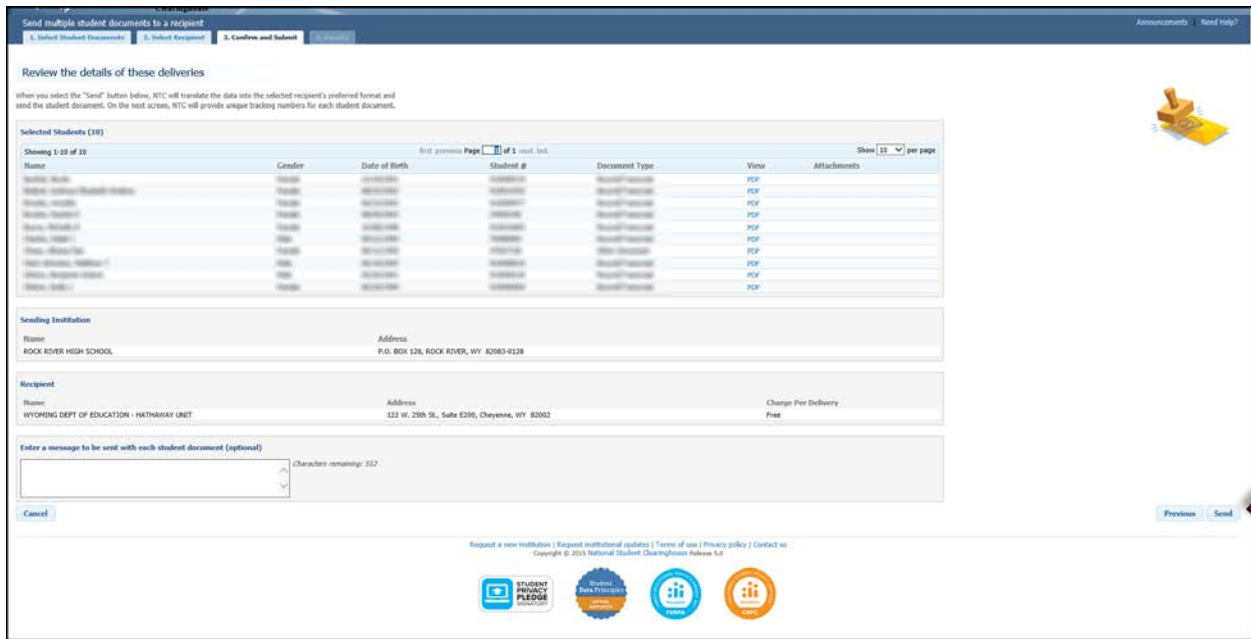
The system will display a list of student transcripts that have been uploaded for the selected Institution. If necessary, filter the list of students that are needing to be sent to the Department to satisfy the WDE950 collection requirements.

Next, select the students by either checking the box located next to the Last Name column or by individually checking the box located next 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.

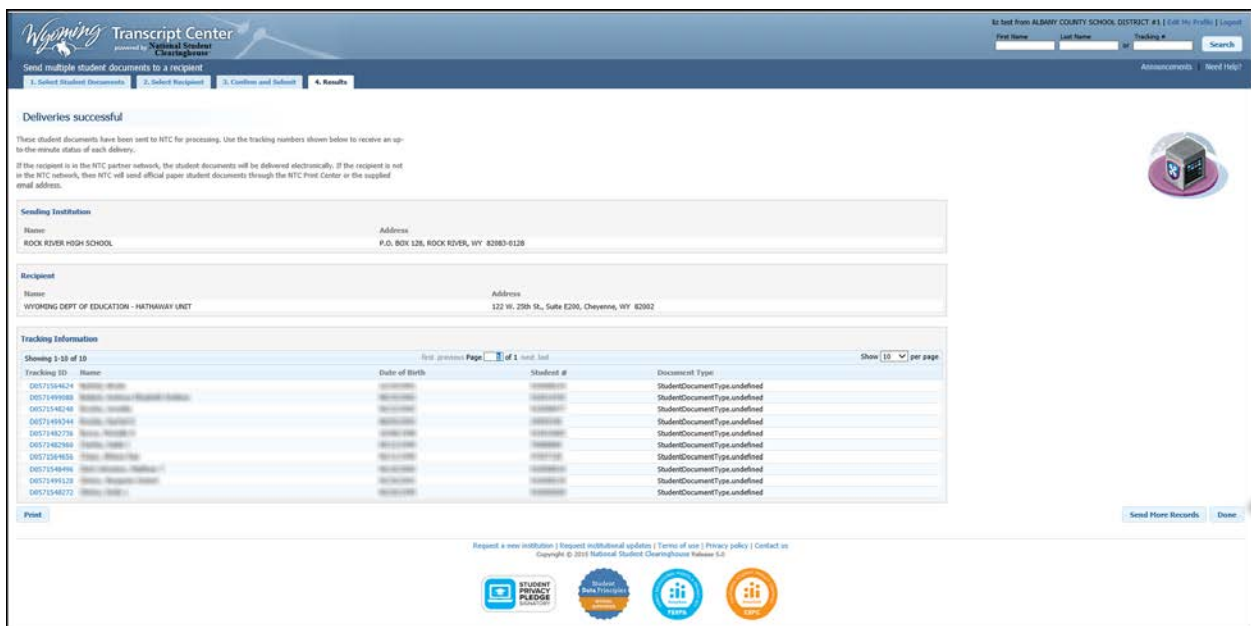


Once all students have been selected, click the next button located on the right side of the screen. You may need to scroll down to see this button. The system will do one of two things. 1) – if you've sent transcripts before the system will take you to the Most Frequently Used Recipients tab and you'll 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 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.





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



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 load the transcript data by Monday, October 5, 2020. This will ensure that data can be validated and errors corrected before the due date.

Collection Window:
9/16/2020 – 10/16/2020

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 16, 2020.

Frequently Asked Questions

WHOM DO I CONTACT REGARDING THE WDE950 CONTENT QUESTIONS?

Sean McInerney, (307) 777-8752 or 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

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 Williams, (307) 777-6252 or susan.williams@wyo.gov

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