



WYOMING SWITCHBOARD NETWORK

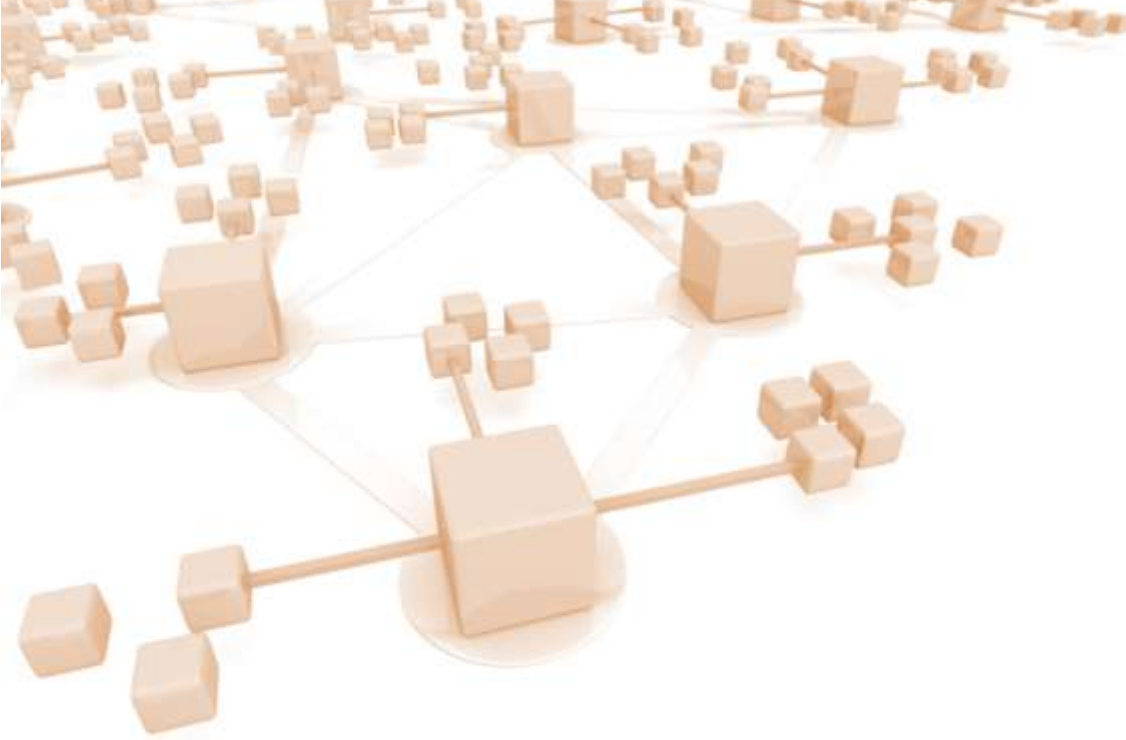
RESIDENT DISTRICT HANDBOOK

A GUIDE TO K-12 DISTANCE EDUCATION

2012 - 2013



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KEY DEFINITIONS

DISTANCE EDUCATION (DE)

Distance education instruction occurs whenever the teacher and student are (1) physically separated by time or space, and (2) connected by means of a communications source used to provide synchronous or asynchronous instruction.

Various mediums deliver distance education courses: interactive video such as the WEN Video network, online course platforms, audio, and any hybrid combination. The delivery of instruction may be synchronous (in real-time) or asynchronous (where the communication and interaction is delayed over time).

Blended learning environments, that utilize both traditional face-to-face instruction and distance learning, fall under the scope of distance education.

A student participating in a laboratory environment and regularly attending class at the local school is considered distance education if a teacher separated from the student by either time or space delivers the instruction for the course.

Dual-credit courses, where the student receives both K-12 and college credit, can be delivered at a distance.

Online or digital content does not always imply a distance education course. The relationship between the teacher and student is what defines distance education, not the medium of the content.

If there is no expectation that a remote-instructor regularly provides instruction, independent study courses are not included under distance education.

MILESTONES

Milestones are the key topics or required objectives presented in a distance education course. Milestones are used to monitor student progress through the course, report distance education course completion rates, and calculate the students' attendance and membership equivalency.

DISTANCE EDUCATION PROGRAM

A distance education program is simply a collection of one or more courses. In Wyoming, institutions that provide distance education programs are not recognized as stand-alone entities or schools. Instead, the existing brick-and-mortar school system delivers the distance education program.

WYOMING SWITCHBOARD NETWORK (WSN)

The Wyoming Switchboard Network is a collection of distance education programs available to K-12 students. The Wyoming Switchboard website acts as the central collection of K-12 distance education resources including the current statewide distance education courses available and information about the various DE programs:

WyomingSwitchboard.net

All Wyoming public school districts, community colleges, and the University of Wyoming are eligible to provide distance education programs through the Wyoming Switchboard Network.

RESIDENT DISTRICT

The term resident district refers to the Wyoming school district in which the participating student resides, receives distance education program instruction and where the student's Distance Learning Plan (DLP) is filed.

NONRESIDENT DISTRICT

The nonresident district is the school district in which a participating student does not reside but which employs the distance education program teacher and which sponsors, approves, facilitates and supervises the distance education program course material provided to the participating student.

When a student resides in the district sponsoring the DE program and enrolls through the self-contained model, the resident district and nonresident district are actually one and the same.

If a student enrolls into a distance education program through the fulltime transfer model, the nonresident district assumes all of the roles and responsibilities of the student's resident district as outlined in this handbook.

RESEARCHING DISTANCE EDUCATION OPTIONS

There are several types of distance education programs in Wyoming. Some programs operate through a Wyoming school district using their Wyoming certified and highly qualified instructors:

- ✓ **Single-District Program Providers** are Wyoming school districts that have decided to offer distance education coursework to only their local K-12 students.
- ✓ **Statewide Program Providers** are school districts that offer distance education coursework to all Wyoming K-12 students. Detailed information on these programs and the courses they offer is available on the WSN website.

Other distance education programs are operated by an institution other than the Wyoming school district that approves and accepts the courses:

- ✓ **Postsecondary Program Providers** are eligible to deliver DE coursework to districts that agree to verify the course content and quality independently. Not all dual-credit courses are delivered at a distance.
- ✓ **Out-of-State Partnerships** refer to Wyoming school districts that accept credits from out-of-state DE program provider(s).

SINGLE-DISTRICT PROGRAMS

A listing of school districts that offer distance education coursework to their local students is available on the WSN website but specific details are not available for public review. For more information on these programs and the courses they offer, contact the programs directly.

STATEWIDE PROGRAMS

Each statewide DE program provider supplies the following information for review on the WSN website. It is the responsibility of the student's resident district to evaluate the program's information and verify that the course(s) meet or exceed the district's program and content standards prior to enrollment.

PROVIDER INFORMATION

The **Program Information** provides a description of the distance education program, enrollment requirements and process, and important contact information. If you have any questions or require more specific details, please contact the administrator of the program for more information.

- ✓ The **Student Accountability** narrative describes the student enrollment requirements, method(s) of pre-enrollment consultation, anticipated instructional support from the resident district, distance education program provider's accountability, and intervention plan to assist any student not performing satisfactorily or failing to achieve required progress through course Milestones.
- ✓ The **Course Evaluation** narrative describes the method(s) of course procurement and evaluative procedures followed by the DE program provider.
- ✓ The **Instructor Accountability** narrative describes the instructors' minimum qualifications, professional development requirements and opportunities, performance expectations, and method(s) of evaluation.
- ✓ The **Partnership Plan** describes the expectations and requirements the distance education program provider will have of the resident district and how the provider will coordinate the proper support and training for resident district personnel.

WSN COURSE INFORMATION

Each course offered by a statewide program provider has the following information posted to the Switchboard website¹ for review:

- ✓ **General Information** such as the course title, description and syllabus, suggested grade level, start and end dates, meeting dates and times if applicable, and the method(s) of delivery such as WEN Video or online.
- ✓ The **Course Milestones** define the required objectives of the course. These Milestones are used to measure the student's progress throughout the coursework and will be used as attendance and membership equivalency.
- ✓ A **Course Scope** that outlines the topics and objectives presented in the course. The scope must explicitly define the assessments, topics, objectives, and other mandatory benchmarks presented throughout the coursework.
- ✓ A **Standards Alignment** that documents the alignment of course content to the Wyoming Content and Performance Standards.
- ✓ A **Course Quality** verification that demonstrates the course meets or exceeds the appropriate WDE approved standards/guidelines pertaining to distance education course delivery methods.

The resident district is solely responsible to ensure the student's distance education program meets or exceeds the requirements of the district Body of Evidence, graduation requirements, Success Curriculum and Hathaway Scholarship requirements, et al.

WYOMING POSTSECONDARY PROGRAM PROVIDERS

Distance education dual-enrollment courses are college courses taught by college instructors and allow high school students to earn both high school and college credit while students are still attending high school. Wyoming postsecondary institutions may provide program information on the WSN website that is specific to the K-12 audience but course information is not made available. The resident district is solely responsible to ensure the courses meet district standards and they possess information that can be used as distance education Milestones to monitor student progress.

For more information about the distance education programs provided by Wyoming postsecondary institutions, please visit the WyCLASS website.²

OUT-OF-STATE PARTNERSHIPS

A listing of school districts that have partnered with out-of-state distance education providers is available on the WSN website. For more information on these programs and the courses they offer, contact the programs or school districts directly.

A Wyoming school district that accepts credits from an out-of-state DE program provider must:

- ✓ Ensure that the course(s) meet or exceed both state and district standards for course content. The resident district is solely responsible to ensure the student's distance education program meets or exceeds the requirements of the district Body of Evidence, graduation requirements, Success Curriculum and Hathaway Scholarship requirements, et al.
- ✓ Verify that the out-of-state DE program provider is accredited by a regional accrediting agency.

¹ <http://www.wyomingswitchboard.net/Courses.aspx>

² <http://wyclass.wy.edu/>

- ✓ Verify the distance education program provider maintains optimal student to teacher ratios of no more than 25:1 and the instructor does not deliver more than six (6) course sections.
- ✓ Register the partnership with the Wyoming Department of Education.
- ✓ Provide the student with access to a Wyoming certified teacher to act as their instructional support to assist the student and monitor their progress throughout the duration of the course(s).
- ✓ Ensure the program possesses information that can be used as course Milestones to track student progress through the course.

Districts that collaborate with out-of-state DE programs must limit student participation to supplemental course registrations unless the Wyoming Department of Education approves a waiver to allow for fulltime student enrollments.

MODELS OF ENROLLMENT

The following models represent the four possible outcomes of DE student enrollment. In all cases, a Distance Learning Plan is required.

A visual enrollment flowchart is provided in Appendix A

SELF-CONTAINED

A self-contained model of student enrollment occurs when the student participates in a distance education program provided by their resident district. The student may be taking a supplemental course or enrolling as a fulltime student. In this event, no MOU will be required since the student's resident district and the district providing the distance education program are the same.

PARTNERSHIP

In the partnership model, a student enrolls in one or more distance education courses delivered by an instructor employed by another Wyoming school district, community college, the University of Wyoming, or out-of-state institution.

A Memorandum of Understanding (MOU) is required to outline how educational support will be provided to the student, describe any required training, and determine the fees associated with the DE course(s) taken.

For all partnership enrollments, a student maintains membership in the resident district. The student's average daily membership (ADM) and adequate yearly progress (AYP) are maintained at the student's resident district.

FULLTIME TRANSFER

A resident district may withdraw a student from its membership so that the student can enroll as a fulltime student in a distance education program provided by another Wyoming school district. In this case, the student is counted among the membership of the nonresident school district providing the distance education program. The student's adequate yearly progress (AYP) is also counted towards the nonresident district providing the DE program.

If a student participates in another school district's distance education program as a fulltime transfer enrollment, the nonresident district must (1) formally document the transfer and request of student records by sending written notification to the student's resident district and (2) immediately notify the student's resident district in writing if the student withdraws.

In this model, the distance education student does not have immediate access to the local schools' resources and support. Also, if the student finds that distance education is not appropriate for their learning style, no alternative options for instruction are available from the nonresident district due to the geographic separation.

PRIOR TO STUDENT ENROLLMENT

Distance education courses can expand the curriculum selection a district provides to students however this instructional delivery may not be the best solution for every student. Ultimately, the appropriateness of using distance education must be determined on a student-by-student basis through the collaboration between the resident district, program provider, the student and family.

PRE-ENROLLMENT CONSULTATION

The primary goal of the pre-enrollment consultation is to discuss the best educational opportunities available to the student. To participate in a distance education program, the student must be aware of the appropriateness of the decision and understand any requirements that are expected of them.

STUDENT APPROPRIATENESS

A process to verify that distance education is appropriate to the learning capabilities of the individual student may include required training, simulations, readiness surveys, or other experiences prior to the start of classes. The resident district should establish local distance learning policies that, at a minimum, consider the student's:

- ✓ **Motivation** – A significant factor for success in a distance education course, particularly when delivered asynchronously online, is student motivation and self-discipline.
- ✓ **Access** – To participate in any distance education course, each student must have immediate and reliable access to the required technology.
- ✓ **Support** – The distance education student should have multiple support systems in place to monitor progress, provide assistance, and encourage the student through the coursework. This support system is a critical factor for the completion of a distance education course. For a fulltime distance education student that will be taking courses in a home-based environment, it is essential that the student's supervision is confirmed.

Every statewide program provider outlines their own method of pre-enrollment consultation in the **Student Accountability** narrative posted on the WSN website. If any of these policies are unclear, please contact the program's administrator and/or the WDE distance education consultants.

STUDENT REQUIREMENTS

During the pre-enrollment consultation, the resident should clearly explain to the student the expectations the student will have to meet in order to enroll and participate in a distance education program. These requirements are to enable the district to facilitate, monitor, and support the student's education. Student requirements include, at a minimum, the frequency and method(s) of contact and assessments required of the student.

Student requirements should not limit student access to distance education courses or impose unreasonable criteria for eligibility. If a student is aware of and still unwilling to meet these requirements, then a more appropriate educational opportunity needs to be made available.

Each DE program provider also establishes their own requirements for student enrollment. An overview of these requirements is presented on the Switchboard within the program provider's Student Accountability narrative. For more information, please contact the administrator of the distance education program.

RESIDENT DISTRICT CONSENT

A DE program provider shall not enroll or collect any student information prior to the resident district's consent. The student's resident district cannot unreasonably withhold consent for a student that desires to enroll into a distance education program.

If the resident district does not consent to the student's enrollment, the student's family has the option to transfer to a district that operates a distance education program that accepts fulltime transfers.

STUDENT ENROLLMENT

All distance education course enrollments are initiated at the resident district. The resident district has ten business days to confirm the student's enrollment with the distance education program provider. To begin the formal enrollment process, the resident district will notify the program provider of the student's intent to register with the distance education course.

ASSIGNING STUDENTS TO A SCHOOL

If the student is not currently enrolled at the resident district, they will need to be assigned to a school that provides appropriate grade level instruction³. If the resident district has multiple schools that can offer appropriate grade level instruction, the district can assign the student to a school using any policy they choose.

This school will be the location of the student's primary enrollment as reported on the WISE Certified Teacher/Course/Student Enrollment Data Collection (WDE684).

DISTANCE LEARNING PLAN (DLP)

To ensure the needs of all students are met, the resident district is required to complete one DLP for each student participating in a distance education course⁴. The DLP is a student-centered academic contract that details information about each DE course taken by the student, how many Milestones are presented in each course, how instructional support is to be provided to the student, and how the student's progress will be monitored and reported. A complete checklist of the DLP requirements is presented in Appendix B (pg. 17).

When establishing a Distance Learning Plan for a student, please take careful consideration of the following essential aspects:

- ✓ Student Accountability and Appropriateness – To verify that the course is appropriate to the learning capabilities of the participating student, the Distance Learning Plan is required to document the student requirements and pre-enrollment consultation process.
- ✓ Course Milestones – The Distance Learning Plan must acknowledge the Milestones presented in each course. For statewide program providers, a listing of these Milestones can be found on the WSN website. However, the Milestones established can be modified on any DLP to accommodate the needs of the individual student. For DE courses provided by postsecondary institutions, the Milestone information can be obtained via either the learning objectives listed in the course syllabus or by obtaining a spreadsheet/report of the assignments used by the course grading system. It is the responsibility of the student to provide the course syllabus or learning objectives to the local facilitator assigned as the instructional support.
- ✓ Instructional Support – All resident districts are required to facilitate necessary instructional support and assist students who are not satisfactorily progressing through the distance education course. The DLP must provide the name and position of the resident school's liaison and/or the student's mentor/tutor that provides this instructional support throughout the duration of the course.
- ✓ Monitoring Student Progress – In addition to the required instructional support, the resident district and program provider must establish a clear communications process to allow for the

³ W.S. §21-13-330(g)(ii)

⁴ W.S. §21-13-330(g)(i)

student's progress through the course Milestones to be monitored. To monitor a student taking a dual-credit distance education course from a postsecondary or out-of-state provider, the student can share course progress directly with the local facilitator that was assigned as the instructional support.

Statewide WSN program providers will supply the Distance Learning Plan template to the student's resident district. Districts that partner with a Wyoming postsecondary institution or out-of-state provider will need to develop their own DLP. The Wyoming Department of Education has provided a template⁵ that can be customized to create a local DLP.

The DLP is completed in collaboration with the student, the student's parent(s) or legal guardian(s), and the appropriate personnel from the resident district and program provider. The effective dates of each Distance Learning Plan cannot exceed a period of twelve months.

Each student's DLP needs to be maintained by the resident district (in conjunction with the Milestones completion data) to support attendance and membership records for distance education students. Any modifications to the DLP's course information that occurs throughout the school year must be documented using the appropriate data policies established between the resident district and distance education program provider.

See "Maintaining Student Records and Data" (Pg. 14)

MEMORANDUM OF UNDERSTANDING (MOU)

In all partnership enrollments, an MOU is the formal agreement between the resident district and DE program provider that outlines fees paid for a distance education program or course, educational support provided to the student(s), required training, and a conflict resolution policy. Initiated by the program provider, and designed for a period not to exceed one year, the original MOU is required to be on file at the resident school district.

See "Appendix C: Requirements of the Memorandum of Understanding" (Pg. 18)

REPORTING STUDENT ENROLLMENT AND COURSE SECTIONS

All students that have a Distance Learning Plan (DLP) created must be reported on the WISE Certified Teacher/Course/Student Enrollment Data Collection (WDE684). The WDE684 is the official collection for student-level demographic and course information. This report includes vital and social statistics on students in Wyoming schools:

- ✓ For self-contained enrollments, the resident district is responsible to report non-concurrent (primary) enrollment records for participating students at their assigned brick-and-mortar schools. The resident district will also report all distance education course registrations on the WDE684 course section file.
- ✓ In partnership enrollments, the resident district is still responsible to report non-concurrent (primary) enrollment records for participating students at their assigned brick-and-mortar schools.
 - For partnerships with a K-12 program, the DE program provider's school district is responsible to report a concurrent enrollment record for the public brick-and-mortar school associated with the distance education program providing the courses. The provider's district will report distance education course registrations on their WDE684 course section file.

⁵ <http://www.wyomingswitchboard.net/Policy.aspx>

- For partnerships with postsecondary institutions or out-of-state providers, the resident district will be required to report distance education course registrations on their WDE684 course section file. As necessary, these courses will also need to appear on the resident district's Course Inventory Data Collections (WDE638).
- ✓ For fulltime transfer enrollments, the nonresident district providing the distance education program is responsible to report a non-concurrent (primary) enrollment record for the student. If a student participates in another school district's distance education program as a fulltime transfer enrollment, the nonresident district must (1) formally document the transfer and request of student records by sending written notification to the student's resident district and (2) immediately notify the student's resident district in writing if the student withdraws. The nonresident district will report all distance education course registrations on the WDE684 course section file.

For more information about the WISE Certified Teacher/Course/Student Enrollment Data Collection (WDE684), please review the WDE's WISE website:

<http://portals.edu.wyoming.gov/wise/>

STUDENT PROGRESS AND PERFORMANCE

MONITORING MILESTONE PROGRESS

The resident district is required to monitor the participating student's progress through a distance education course via the completion of the Milestones. Monitoring the students' Milestones completion will occur through continual supervision, formal progress updates, and state data collections.

CONTINUAL SUPERVISION

The procedure of how to monitor a distance education student's progress and the frequency of this process is determined by the resident district and program provider. Obviously, it is recommended that students are monitored as frequently as deemed possible by both the resident district and provider. Distance education programs should grant the students' instructional support and other resident district staff access to view current course progress, performance, and other academic information. When partnering with a postsecondary or out-of-state institution, the resident district would supervise course progress directly with the participating student through the use of grade books, other progress reports issued by the provider, and the student's DLP.

FORMAL PROGRESS UPDATES

For partnership enrollments with another Wyoming school district, the frequency of formal progress updates should be agreed to within the Memorandum of Understanding (MOU). The program providers can securely transmit "Section Enrollment File" information⁶ to the resident district on a periodic basis. When partnering with a postsecondary or out-of-state institution, the resident district will need to maintain these records independently within their school information systems and/or other district data systems.

The students' Milestones completion data needs to be formally documented and maintained within the resident district's records for all distance education coursework received from July 1st through June 30th.

See "Maintaining Student Records and Data" (Pg. 14)

WISE CERTIFIED TEACHER/COURSE/STUDENT ENROLLMENT DATA COLLECTION (WDE684)

Distance education course Milestones will be reported on the WDE684 three times a year. For more information, please see the "Reporting Student Enrollment and Course Sections" section on page 10.

ACADEMIC PERFORMANCE

The completion of Milestones does not refer to the successful mastery of these objectives. A student may complete a course Milestone but not master the content presented or even pass the assignment. Conversely, a student may successfully pass a course without completing all of the Milestones presented. Therefore, it is recommended that the resident district frequently monitors the student's current grade (or other mastery indicators) in addition to the completion of the Milestones.

⁶ WISE Certified Teacher/Course/Student Enrollment Data Collection (WDE684), <http://portals.edu.wyoming.gov/wise/>

ASSESSMENTS

Students enrolled in distance education course(s) are not exempt from state or district assessments:

- ✓ The resident district will ensure that each student participating in a distance education course is evaluated, tested, and monitored at the same intervals as other students in their grade level and in accordance with the resident district's assessment policies⁷.
- ✓ Each student participating in a distance education course will participate in the Wyoming statewide assessment⁸ administered and monitored by a state-trained assessment administrator.

ADEQUATE YEARLY PROGRESS (AYP)

Student performance, accountability, state and local assessment results, and adequate yearly progress (AYP) are the responsibility of the resident district unless the student has transferred their enrollment to the distance education program provider's school district.

ACTIVE MILITARY SERVICE

If a student is (1) enrolled in a WSN program and (2) the parent or guardian is on active military service, leaves the state of Wyoming, and maintains Wyoming residency, then that student is allowed to finish the distance education course(s) through the remainder of the current school year.

⁷W.S. §21-13-330(g)(iii)

⁸W.S. §21-2-304(a)(v)

MAINTAINING STUDENT RECORDS AND DATA

DISTANCE LEARNING PLAN (DLP)

The resident district needs to maintain each students' Distance Learning Plan as part of their records within the district's permanent student data system. A DLP is required for all students participating in distance education coursework regardless of the origination of the program.

MILESTONES COMPLETION RECORDS

The students' end of year Milestone completion record must be formally documented and maintained within the resident district's records for all distance education coursework received from July 1st through June 30th. To ensure accuracy of information in a partnership model, the resident district must maintain Milestones completion records that can be directly attributed to the program provider's system.

The Milestones completion data could be maintained within the resident district's school information system, finalized progress reports, Teacher/Course/Student "Section Enrollment File" information, or other appropriate data systems.

ATTENDANCE AND MEMBERSHIP

All students enrolled in distance education courses satisfy compulsory attendance requirements by completing the Milestones outlined in the student's Distance Learning Plan and will be included in the resident district's Average Daily Membership in accordance with Section 10(e) of the WDE Chapter 8 Rules and Regulations for the School Foundation Program⁹:

Section 10(e) of the Chapter 8 Rules and Regulations is presented in Appendix D

A guide to understanding distance education ADM calculations can be found in Appendix E

- ✓ For each distance education course, the aggregate membership is based directly on the completion of the Milestones presented to the student.
- ✓ The total membership generated by the student is obtained fractionally by summing the aggregate membership for each course (distance education or traditional).
- ✓ This final sum will then be reported on the WISE Attendance and Membership (WDE600) collection.

The WDE600 is the official collection for student-level attendance, membership, and unexcused absence data. This data is used in the Wyoming education resource block grant model. Due to the financial impact these data have on school districts, please ensure adequate time to complete the collection and review for accuracy, completeness, and sensibility. For full details and examples, please visit the Wyoming Integrated Statewide Education (WISE) Data System website¹⁰.

⁹ <http://soswy.state.wy.us/Rules/RULES/7036.pdf>

¹⁰ <http://www.k12.wy.us/wise/>

DISTANCE EDUCATION FUNDING

SCHOOL FUNDING WORKSHEET (WDE100)

The attendance and membership reported by the resident district will be used in the School Funding Worksheet (WDE100) for School Foundation Program funding purposes. The WDE100 serves as the School Foundation Program application and funding estimate worksheet. It uses information collected on other fiscal forms such as the WDE103, WDE401, WDE600 and WDE601, as well as other forms collected throughout the year by the Wyoming Department of Education (WDE).

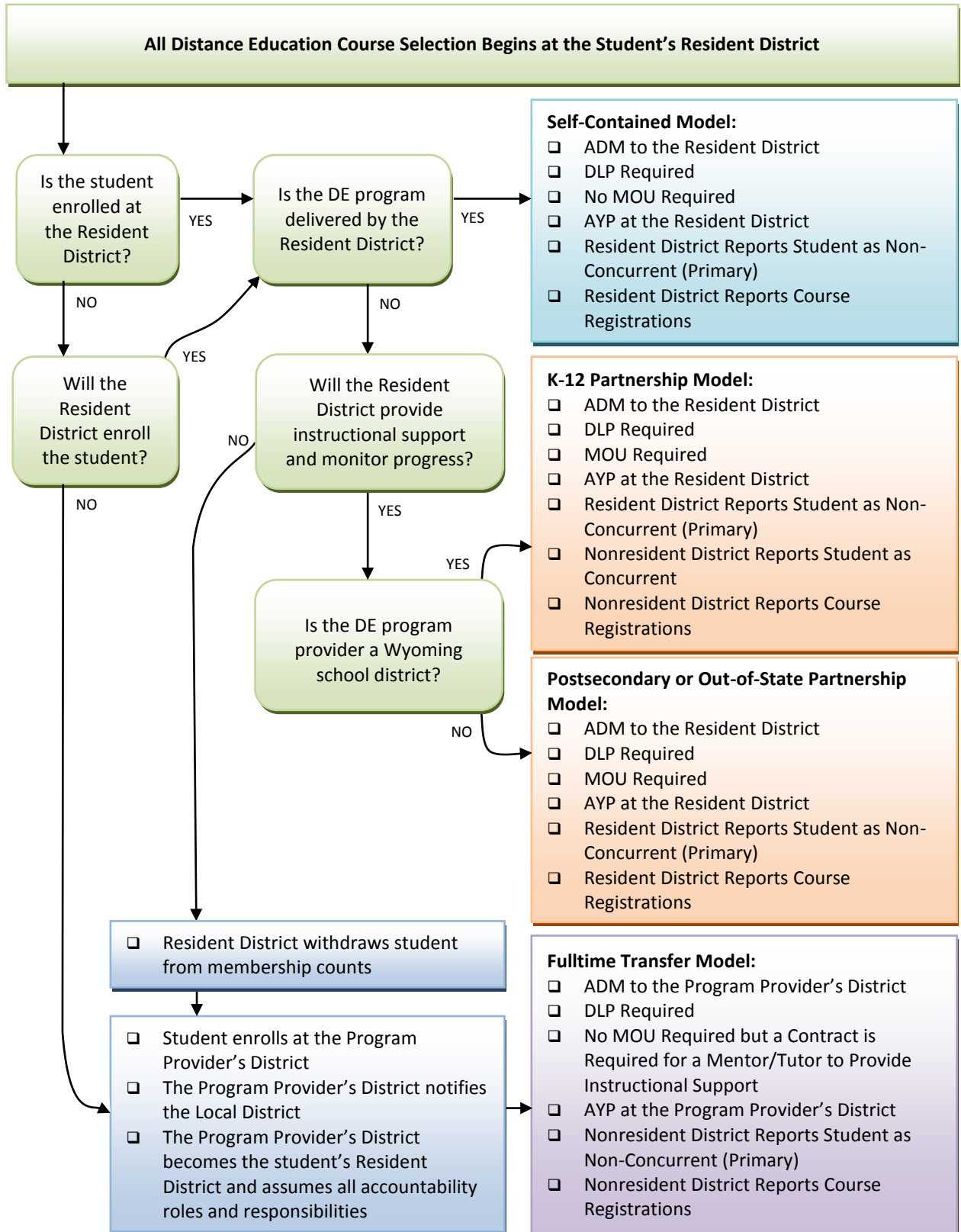
DISTANCE EDUCATION RECORDS FOR AUDIT

For audit purposes, the resident district will need to maintain the following records:

1. Distance Learning Plans for all students participating in distance education coursework regardless of the origination of the program.
2. End of year Milestone completion records for all students participating in distance education coursework.
3. To ensure accuracy of information in a partnership model, the resident district must maintain Milestones completion records that can be directly attributed to the program provider's system. If necessary, a resident district's distance education records may need to be compared to the program provider's records as reported on the nonresident district's WDE684 and/or maintained within their Learning Management System (LMS).

All Milestone information will be compared with the Wyoming Department of Education's historical record of approved Wyoming Switchboard Network courses for statewide programs.

APPENDIX A: ENROLLMENT FLOWCHART



APPENDIX B: REQUIREMENTS OF THE DISTANCE LEARNING PLAN (DLP)

EFFECTIVE DATES

- The Distance Learning Plan is effective for a period of twelve months

STUDENT INFORMATION

- Wyoming Integrated Statewide Education Record Identifier (WISER ID)
- Legal first name
- Legal last name
- Grade level

COURSE INFORMATION

- The course title
- WSN course identification number
- The number of Milestones presented in the course
- Name of the course instructor
- Title of the DE program provider
- A description of the type of course completion/grade to be reported (Will the student receive a grade letter, numeric percentage, pass/fail mark, etc?)
- The amount of credit to be awarded to the student (K-12 credit will be awarded by the resident school district at the completion of the distance education course. If applicable, post secondary or dual-enrollment credits awarded by a college should also be described)

Any modifications to the DLP's course information that occurs throughout the school year must be documented using the appropriate data policies established between the resident district and distance education program provider.

ADDITIONAL INFORMATION

Either as an item specific to each course or as a general statement that applies to all courses, the DLP must address:

- Attendance requirements, contact time and the methods of contact required by the student in order to successfully complete the course
- The acknowledgement of or modifications to the DE program's "Student Accountability Narrative" that verifies that the course is appropriate to the learning capabilities of the participating student
- The name and position of the resident school's instructional support that assists the student and monitors their progress throughout the duration of the course(s)
- A communications process that specifies where and how to send information between the instructor, mentor, and student
- A communications process describing where and how to send information between the DE program provider and student's resident school district in regard to the student's progress through the course Milestones

APPENDIX C: REQUIREMENTS OF THE MEMORANDUM OF UNDERSTANDING

In accordance with Chapter 41 Rules and Regulations Sec 12(b) the Memorandum of Understanding (MOU) shall consist of at a minimum:

- ❑ The identification of the resident and distance education program provider's point-of-contact to include first and last name, position/title, and contact information.
- ❑ Payment information to include how the amount is determined, due date(s), and method of payment.
- ❑ Apportion the responsibility for ensuring that each student has access to the appropriate electronic equipment, connectivity, and resources needed to participate in the distance education course(s).
- ❑ A description of the educational support provided to the student(s) by the resident district. This may include, but is not limited to:
 - The access of resources at the resident district
 - Required tutoring and/or mentoring services
 - Testing and assessment services to include a timeline or schedule appropriate to the instruction provided to the student(s)
 - Academic counseling services
 - Library services
 - Extracurricular activities
 - Special needs requirements
- ❑ If the resident district does not have qualified distance education site coordinators, the MOU shall include:
 - A description of the training required of the resident district's staff
 - Which district staff should attend the training
 - How the training will be provided
 - When the training should be completed
- ❑ A description of any training required of the student(s), how this training will be provided, and when it should be completed.
- ❑ A statement ensuring that all records of the student(s) will be provided to the resident district including any records of special education.
- ❑ A conflict resolution policy.
- ❑ The signatures of the distance education program provider's and resident district's superintendent or designee, in accordance with district policies.

APPENDIX D: DISTANCE EDUCATION MEMBERSHIP RULES

Section 10(e) of the WDE Chapter 8 Rules and Regulations for the School Foundation Program¹¹:

“(e) Students participating in distance education courses from the resident district shall be included within the membership of the resident district, unless an agreement exists between the resident district and non-resident district in accordance with W.S. 21-13-330(h).

(i) Distance education student membership shall be prorated at less than one (1.0) ADM if the number of distance education courses in which the student is enrolled are less than the regularly scheduled courses for that school, but the distance education membership may be combined with any non-distance education membership to result in a larger fractional ADM not to exceed one (1).

(ii) Distance education student membership shall be based on actual completion of milestones and computed as follows:

(A) For each course, the number of student days for the school shall be divided by the number of milestones specified in the student’s Distance Learning Plan to compute the number of days each milestone is worth (e.g., if a course has 15 milestones and the school has 175 days, then each milestone is worth 11.67 days);

(B) For each course, the number of completed milestones shall be multiplied by the amount each milestone is worth to compute the number of days a student successfully completed (e.g., if a student completes 15 of 15 milestones, 11.67 multiplied by 15 equals 175; if a student completed 10 of 15 milestones, 11.67 multiplied by 10, equals 116.7);

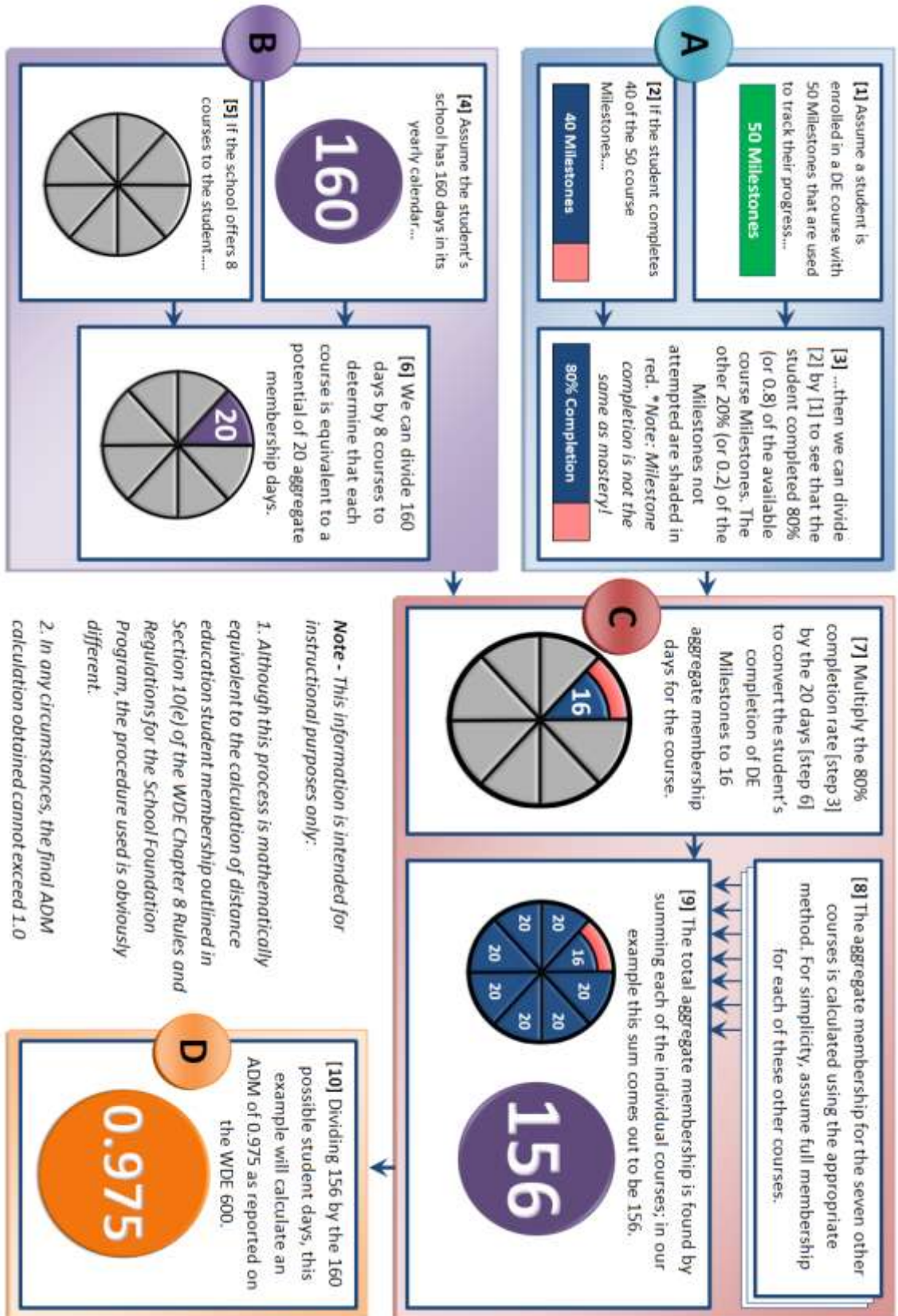
(C) For each course, the number of days completed shall be divided by the regularly scheduled number of courses in the school to compute the aggregate membership (e.g., if a student completed 175 days and the school offered 8 courses, the student’s aggregate membership for that course would be 21.875);

(D) By student, the aggregate membership for each course shall be summed to compute the total student distance education aggregate membership and, if necessary, added to the student’s non-distance education membership;

(iii) Each student’s Distance Learning Plan detailing the completion of each milestone shall be maintained by the district to support attendance and membership records for distance education students.”

¹¹ <http://soswy.state.wy.us/Rules/RULES/7036.pdf>

APPENDIX E: UNDERSTANDING DISTANCE EDUCATION ADM CALCULATIONS



APPENDIX F: WYOMING DISTANCE EDUCATION STATUTES¹²

W.S. §21-2-202. Duties of the state superintendent.

(a) In addition to any other duties assigned by law, the state superintendent shall:

...

(xxxi) By rule and regulation and in consultation with the state board of education and the Wyoming professional teaching standards board, provide guidance and oversight of distance education by:

- (A) Establishing, approving, facilitating and monitoring a state network of distance education courses that meet state standards for course content and delivery by Wyoming certified teachers;
- (B) Providing training and technical assistance to school districts for the delivery of distance education;
- (C) Monitoring the design, content, delivery and the accreditation of distance education programs provided by school districts under W.S. 21 13 330;
- (D) Establishing criteria and necessary components of individual student distance learning plans required by W.S. 21 13 330;
- (E) Implementing a comprehensive reporting process as necessary for federal and state funding requirements and establishing necessary data collection instruments and systems to monitor and improve distance education programs statewide.

...

W.S. §21-13-330. Distance education; program content; distance learning plan required; students within ADM of resident district; agreements with districts authorized.

(a) Repealed By Laws 2008, Ch. 95, § 502.

(b) Repealed By Laws 2008, Ch. 95, § 502.

(c) Repealed By Laws 2008, Ch. 95, § 502.

(d) Repealed By Laws 2008, Ch. 95, § 502.

(e) Repealed By Laws 2008, Ch. 95, § 502.

(f) As used in this section:

(i) "Distance education" means instruction in the statewide educational program prescribed by W.S. 21 9 101 and 21 9 102 and accredited by the state board under W.S. 21 2 304(a)(ii), whereby the teacher and student, physically separated by time or space, are connected by means of a communications source used to provide synchronous or asynchronous instruction;

¹² <http://legisweb.state.wy.us/statutes/compress/title21.doc>

(ii) "Distance learning plan" means an agreement between the school district or districts, a student and his parents or guardian outlining the distance education program requested by the student and his parents or guardian, together with expectations and achievable performance benchmarks required for completion of the program in accordance with content and performance standards promulgated by the state board under W.S. 21 2 304(a)(iii);

(iii) "Nonresident district" means the school district in which a participating student does not reside but which employs the distance education program teacher and which sponsors, approves, facilitates and supervises the distance education program course material provided to the participating student;

(iv) "Resident district" means the school district in which the participating student resides, receives distance education program instruction and where the student's distance education learning plan is filed.

(g) A resident school district providing distance education for any student shall:

(i) Complete a distance learning plan appropriate to the learning capabilities of the participating student and ensure the plan is in compliance with criteria established by the department of education;

(ii) Assign the participating student to a school within the district offering appropriate grade level instruction if the student is not physically attending a school within the resident district and the district has not entered into an agreement with a nonresident district pursuant to subsection (h) of this section for that student;

(iii) Monitor the participating student's progress as measured by his distance learning plan and in accordance with the district's assessment policies, administer or ensure his participation in required student performance evaluations and assessments at the same intervals required of other students at the participating student's grade level;

(iv) Facilitate necessary instructional support for the student and notify and assist any student not performing satisfactorily or failing to achieve performance benchmarks established within his distance learning plan;

(v) Maintain the student's records within the district's permanent student data system including his district learning plan, equivalent attendance as specified by his plan, assessment and other performance evaluation data, immunization and other information required by the district;

(vi) Verify the distance education program received by the participating student complies with and fulfills the state education program established by W.S. 21 9 101 and 21 9 102 and rule and regulation of the state board under W.S. 21 2 202(a)(xxxi) and that the program otherwise meets district program standards;

(vii) Restrict the student's distance education to programs approved by the department of education pursuant to W.S. 21 2 202(a)(xxxi) and accredited by the state board.

(h) Each student participating in distance education offered by the school district of residence shall be included within the average daily membership (ADM) of the resident district as computed under the education resource block grant model pursuant to W.S. 21 13 309(m)(iv), regardless of the origination of the district providing the distance education program for the student. The membership for a distance education student shall be prorated at less than one (1.0) ADM if the number of distance education courses in which enrolled are less than the regularly scheduled

courses for that school, but the distance education program membership may be combined with any nondistance education membership to result in a larger fractional ADM of not to exceed one (1.0) ADM. A resident district may through agreement provide for a student to participate full time in distance education offered by a nonresident school district whereby the student is counted among the membership of the nonresident district if the nonresident district complies with the requirements specified in subsection (g) of this section and the resident district removes the participating student from its membership for the period of time the student participates full time in the distance education program of the nonresident district.

(j) The department of education shall by rule and regulation provide a procedure under which a school district may allow a student whose custodial parent or guardian is in active military service and leaves the state of Wyoming, and whose custodial parent or guardian maintains Wyoming residency, to participate in distance education programs offered under this section provided the district complies with this section to the extent required by department rule and regulation.

APPENDIX G: CHAPTER 41 DISTANCE EDUCATION RULES¹³

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¹³ <http://soswy.state.wy.us/Rules/RULES/8279.pdf>

CHAPTER 41
DISTANCE EDUCATION

Section 1. Authority.

These rules are promulgated by the Wyoming Department of Education in consultation with the Wyoming State Board of Education under the authority of W.S. § 21-2-202(a)(xxxi) and W.S. § 21-13-330.

Section 2. Purpose and Applicability.

These rules are intended to provide a uniform and understandable process for all distance education courses offered by Wyoming school districts or from which academic credit will be transferred to or accepted by a Wyoming school district. The provisions of this Chapter shall apply to all distance education courses offered by Wyoming school districts or distance education courses from which academic credit will be transferred to or accepted by a Wyoming school district.

Section 3. Definitions.

For purposes of all distance education courses offered by Wyoming school districts or from which academic credit will be transferred to or accepted by a Wyoming school district the following definitions shall apply:

- (a) "Active Distance Education Course" means any distance education course that has students currently enrolled;
- (b) "Asynchronous" means instruction delivered by the instructor and received by the student not concurrent in time;
- (c) "Bridge" means to connect multiple video units into one conference call using a telecommunications network device;
- (d) "Course sections" means simultaneous instances of a course offering with a unique student enrollment;
- (e) "Department" means the Wyoming State Department of Education as created by W.S. § 21-2-104;
- (f) "Distance Education" means instruction in the statewide educational program prescribed by W.S. 21-9-101 and 21-9-102 and accredited by the state board under W.S. 21-2-304(a)(ii), whereby the teacher and student, physically separated by time or space, are connected by means of a communications source used to provide synchronous or asynchronous instruction;
- (g) "Distance education program provider" means a Wyoming nonresident school district, a consortia of school districts, a Wyoming postsecondary institution, or an out-of-state institution that delivers a distance education program;
- (h) "Distance Learning Plan (DLP)" means an agreement between a school district or districts, a student and his parents or guardian outlining the distance education program requested by the student and his parents or guardian, together with expectations and achievable performance benchmarks required for completion of the program in accordance with content and performance standards promulgated by the state board under W.S. 21-2-304(a)(iii);

- (i) "Local Board" means the educational governing body established at each Wyoming school district in accordance with W.S. § 21-3-101;
- (j) "Memorandum of Understanding (MOU)" means a signed documented agreement between a distance education program provider and a resident district outlining fees paid for a distance education program, educational support provided to the student(s), required training, and conflict resolution policy;
- (k) "Milestones" means achievable performance benchmarks required for completion of the program which are used to track student progress through the course;
- (l) "Nonresident district" means the school district in which a participating student does not reside but which employs the distance education program teacher and which sponsors, approves, facilitates and supervises the distance education program course material provided to the participating student;
- (m) "Program" means one or more distance education courses;
- (n) "Resident district" means the school district in which the participating student resides, receives distance education program instruction and where the student's distance learning plan (DLP) is filed;
- (o) "State Board" means the Wyoming State Board of Education as created by W.S. § 21-2-301 (a);
- (p) "Student" means a resident of Wyoming as described in W.S. § 21-4-102;
- (q) "Synchronous" means instruction delivered by the instructor and received by the student concurrent in time;
- (r) "Wyoming Switchboard Network (WSN)" means an approved network of distance education programs that meet state-established guidelines for course content and delivery.

Section 4. Process to Join the Wyoming Switchboard Network (WSN).

- (a) For School Year 2008-2009, current distance education program providers shall submit the required information in sub-section (b) as soon as possible.
- (b) For School Year 2009-2010 and each year thereafter, prospective Wyoming distance education program providers shall submit a letter of intent to the Department by May 1 applying to add its distance education program(s) to the WSN and to be considered for the succeeding school year. The letter of intent shall provide:
 - (i) A distance education program overview that describes general information such as the program's title, administrative contacts, method(s) of delivery, maximum allowed student to teacher ratios and instructor's course load, and proposed course offerings and capacity; and,
 - (ii) A signed assurance statement maintaining that the distance education program possesses the necessary financial, personnel, and technical infrastructure capacity to effectively operate.
- (c) After verifying the Department approved accreditation of the school(s) and district(s) proposing to provide the distance education program, the Department may approve the letter of intent based on the information provided in the distance education program overview or request necessary changes before proceeding.

(d) After the approval of the letter of intent, the prospective Wyoming distance education program provider shall submit a WSN program application created from Department approved templates. The WSN program application shall provide:

(i) A course evaluation narrative that describes:

(A) The method(s) of course procurement; and,

(B) Procedures for course evaluation.

(ii) A student accountability narrative that details:

(A) The enrollment requirements of the student;

(B) The pre-enrollment consultation, to include:

(I) A process to verify that the distance education course(s) is appropriate to the learning capabilities of the individual student; and,

(II) Required distance education training, simulations, readiness surveys, or experience prior to the start of class(es);

(C) The anticipated roles and duties of the resident school's instructional support that assists the student and monitors their progress throughout the duration of the distance education course(s);

(D) The distance education program provider administrators' and instructors' accountability for monitoring student performance; and,

(E) An intervention plan to assist any student not performing satisfactorily or failing to achieve required progress through course Milestones.

(iii) An instructor accountability narrative that details:

(A) The professional development opportunities available to instructors, to include:

(I) Pre-service components which shall be required of all instructors that possess no previous experience teaching within the distance education medium of their currently assigned course(s). These pre-service components shall be completed prior to the beginning date of the course(s) assigned to that instructor; and,

(II) Ongoing components of the professional development process required of all distance education instructors, such as, just-in-time training and resources, available support materials, coaching or mentoring systems, and other professional learning communities;

(B) Continual evaluation process of the professional development program(s) that ensure the continuous improvement of the program(s) quality and overall value; and,

(C) Instructor performance expectations and methods of evaluation to determine and, if necessary, improve the critical aspects of distance education pedagogy.

- (iv) A partnership plan narrative that describes the expectations and requirements the distance education program provider will have for the resident district, and how the distance education program provider will coordinate the proper support and training for resident district personnel.
- (e) Approval of the WSN application shall be determined by the Department in consultation with the nonresident local board. The Department may require necessary corrections or improvements before final approval of the WSN program application.
- (f) After the approval of the WSN program application, the distance education program provider shall provide a credit course application for each proposed course, created from Department approved templates, that consists of:
 - (i) General course information that includes basic details such as the title, description and syllabus, suggested grade level(s), subject area, course calendar outlining any synchronous requirements, and course delivery method;
 - (ii) A course scope that outlines the topics, objectives, assessments, and other mandatory benchmarks presented throughout the coursework;
 - (iii) A Milestones checklist of compulsory topics and objectives from the course scope that are required in order to successfully complete the course. In accordance with Section 10 of the Department's Chapter 8 Rules and Regulations for the School Foundation Program, these Milestones will measure the student's progress throughout the coursework and shall be used as attendance and membership equivalency within the student's distance learning plan;
 - (iv) A course standards alignment that documents which Wyoming Content and Performance Standards are addressed by each course; and,
 - (v) Course quality documentation that demonstrates the course meets or exceeds the appropriate Department approved standards/guidelines pertaining to distance education course delivery methods.
- (g) Approval of each credit course application shall be determined by the Department. Necessary corrections or improvements shall be required before final approval of each credit course application.
- (h) A Wyoming postsecondary distance education program may apply for membership to the WSN by submitting a program overview that describes general information such as the program's title, administrative contacts, and method(s) of delivery.
- (i) A Wyoming school district that accepts credits from an out-of-state distance education program provider may apply for membership to the WSN. A resident district that collaborates with an out-of-state distance education program shall:
 - (i) Verify that the out-of-state distance education program provider is accredited by a regional accrediting agency;
 - (ii) Submit a program overview that describes general information such as the program's title, administrative contacts, and method(s) of delivery;
 - (iii) Provide the student with access to a Wyoming certified teacher to act as their instructional support to assist the student and monitor their progress throughout the duration of the course(s);

- (iv) Ensure that the selected distance education course(s) meets or exceeds:
 - (A) State and district standards for course content;
 - (B) State education program requirements established by W.S. § 21-9-101 and W.S. § 21-9-102; and
 - (C) Other necessary local and state requirements.
- (v) Limit student participation to supplemental course registrations unless a waiver is approved by the Department to allow for fulltime student enrollments; and
- (vi) Verify the distance education program provider maintains optimal student to teacher ratios of no more than 25:1 and the instructor does not deliver more than six (6) course sections.

Section 5. WSN Renewal and Updates.

- (a) All nonresident district distance education program providers shall update course calendar information and verify the accuracy of all other course components each year. Updates to course Milestones will not be accepted for active distance education courses that have students currently enrolled.
- (b) All distance education program providers may update any components of its WSN Program Application and submit for evaluation.
- (c) Distance education program providers may remove course offerings or its entire program from the WSN provided that none of the courses are active distance education courses and the Department is immediately notified.
- (d) The Department shall remove any distance education program providers from the WSN if it loses accreditation or fails to comply with the policies outlined in these rules.

Section 6. Enrolling Students.

- (a) All distance education course enrollments are initiated at the resident district in accordance with W.S. § 21-13-330(g)(ii). The resident district shall have ten (10) business days to confirm the enrollment process and, if necessary, assign the student to a resident district school that provides an appropriate grade level instruction. A distance education program provider shall not enroll or collect any student information prior to the resident district's consent, which consent shall not be unreasonably withheld.
- (b) The resident district shall verify that the prospective distance education course(s) received by the student:
 - (i) Complies with and fulfills the educational programs established by W.S. §§ 21-9-101 and 21-9-102;
 - (ii) Has been approved by the Department;
 - (iii) Possesses information that can be used as course Milestones to track student progress through the course; and,

- (iv) Meets the resident district's program and content standards.
- (c) The resident district shall notify the distance education program provider of the student's intent to register for any distance education coursework. The distance education program provider sets the last day for registration.
- (d) The resident district shall ensure that each student participating in a distance education course has a DLP.
 - (i) The Distance Learning Plan shall be completed by the resident district's designee in collaboration with the distance education program provider's designee, the student's parent(s) or legal guardian(s), and the student.
 - (ii) The Distance Learning Plan shall remain on file at the resident district.
 - (iii) The Department shall provide a template for the Distance Learning Plan, however districts may modify this template or create their own provided that the Distance Learning Plan documents at a minimum the following:
 - (A) The effective dates of the Distance Learning Plan that shall not exceed a period of twelve (12) months;
 - (B) The student's Wyoming Integrated Statewide Education Record Identifier (WISER ID) identification, legal first and last name, and grade level;
 - (C) A description of each distance education course detailing the title, WSN course identification number, and number of required Milestones;
 - (D) The attendance requirements, contact time and methods of contact required by the student in order to successfully complete the course;
 - (E) The acknowledgement of or modifications to the student accountability narrative that verifies that the course is appropriate to the learning capabilities of the participating student;
 - (F) The name and position of the resident school's instructional support that assists the student and monitors their progress throughout the duration of the course(s);
 - (G) Clearly outlined process concerning where and how to send information requested by the instructor, mentor, and student; and,
 - (iv) Clearly outlined process concerning where and how to send information between the distance education program provider and resident district in regard to the student's progress through the course Milestones.
- (e) Appropriate Wyoming Department of Education data collection policies shall be used to document:
 - (i) All student enrollments into a distance education program; and

(ii) Modifications to any distance education course titles, identification numbers, number of Milestones, or current number of Milestones completed as outlined in their Distance Learning Plan.

(f) As outlined in Section 12 of these rules, a signed Memorandum of Understanding (MOU) between the resident district and the distance education program provider shall be completed and on file at the resident district and with the distance education program provider.

(g) The resident district may allow a student whose custodial parent or guardian is on active military service, and leaves the state of Wyoming and whose custodial parent or guardian maintains Wyoming residency, to finish the remainder of the current school year in a Department approved distance education program(s).

(h) In accordance with W.S. § 21-13-330(h), a resident district may remove a student from its membership to participate full time in a distance education program offered by a nonresident school district. In this instance, the nonresident school district shall:

(i) Formally document the transfer and request of student records by sending written notification to the student's resident district that the student has enrolled;

(ii) Immediately notify the student's resident district in writing if the student withdraws from the nonresident school district's distance education program; and

(iii) Assume all roles and responsibilities of the resident district outlined in these rules.

Section 7. Department Responsibilities.

(a) The Department shall maintain the intrastate Wyoming Equality Network (WEN) and its videoconferencing provider, the WEN Video system. Current WEN Video policies shall be adhered to for all WEN Video Events bridged by the Department WEN Video Scheduler.

(b) The Department shall maintain, facilitate and monitor a state network of distance education courses called the WSN that provides a consolidated guide of available distance education programming opportunities.

(c) The Department shall provide training and technical assistance to school districts for the delivery, review, and research of distance education programming available on the WSN.

(d) The Department shall provide current information and research regarding student and course accountability, distance education pedagogy, professional development resources, and course delivery methods.

(e) The Department shall provide a point-of-contact to track and monitor complaints, whereby concerned individuals, school or district personnel can receive needed assistance in resolving any issues resulting from the delivery of distance education courses.

(f) The Department shall provide a template for the individual student Distance Learning Plan.

Section 8. Additional Resident District Responsibilities.

- (a) The resident district shall monitor the participating student's progress, in collaboration with the distance education program provider, to ensure the student is progressing through the required course Milestones and in accordance with the terms of the student's Distance Learning Plan.
- (b) The resident district shall ensure each student participating in distance education programs is evaluated, tested, and monitored at the same intervals as other students in their grade level and in accordance with the resident district's assessment policies.
- (c) The resident district shall ensure that a DLP is maintained on a permanent basis for each student participating in distance education programs.
- (d) In collaboration with the distance education program provider, the resident district shall ensure that the needs of all students are met, including gifted and talented, at-risk students, and students with disabilities as outlined in Chapter 7 rules.

Section 9. Additional Nonresident District Responsibilities.

- (a) The nonresident district shall document that all teachers instructing distance education courses in Wyoming are employed by a Wyoming school district, community college or the University of Wyoming. The employing institution is responsible for the authenticity of teacher credentials.
- (b) The nonresident district shall assist in the completion of the student's Distance Learning Plan in collaboration with the resident district designee, the student, and parent or legal guardian.
- (c) The nonresident district shall limit WEN Video and other Interactive Video Conference course sections to a 20:1 maximum student to teacher ratio that consists of not more than four (4) remote sites in addition to the originating location; unless extenuating circumstances apply and the WEN Video Scheduler approves, per the WEN Video Guidelines. All other distance education mediums shall limit course sections to a 25:1 maximum student to teacher ratio.
- (d) The nonresident district shall ensure that the instructor does not teach more than six (6) course sections unless an exception is granted by the Department in accordance with the following:
 - (i) The Department may grant an exception to the limitation of six (6) sections on a case-by-case basis; and,
 - (ii) A request for an exception shall be made by the nonresident district in the manner and form directed by the Department.
- (e) The nonresident district shall initiate the MOU with the resident district as outlined in Section 12.

Section 10. Data Collection and Reporting.

- (a) The nonresident district shall collect and report to the Department:
 - (i) Course completion rates and information for each course offered on the WSN;
 - (ii) Internal survey results if available; and,

(iii) Reports required by the Distance Education Grant (DEG) outlined in Section 13 of these rules, to include:

(A) Total program costs;

(B) Expenditure of all DEG Program funding in the Special Revenue Fund using the appropriate accounting codes in the WDE601 – Annual District Report;

(C) Impact of the DEG Program on compliance with W.S. § 21-13-330; and,

(D) Evaluation of the distance education course(s) in addressing student needs.

(b) The Department shall:

(i) Monitor student distance education enrollment information;

(ii) Annually survey district superintendents concerning their distance learning needs and instructional availability;

(iii) Annually survey the distance education program providers administrators, instructors, and students concerning the quality and effectiveness of programming available through the WSN;

(iv) Compile Department survey results and present a summary reporting to the State Superintendent of Public Instruction and the Wyoming Legislature;

(v) Provide a summary of distance education course(s) available on the WSN; and,

(vi) Present a compilation report on the information collected from WSN distance education program providers utilizing the DEG program.

Section 11. Funding.

(a) Each student participating in distance education shall be included in a resident district's Average Daily Membership in accordance with the Department's Chapter 8 Rules and Regulations for the School Foundation Program.

(b) In accordance with W.S. § 21-13-330(g)(vii) Average Daily Membership shall only count for distance education programs approved by the Department and received by school districts that are accredited by the State Board.

Section 12. Memorandum of Understanding (MOU)

(a) A signed MOU shall be:

(i) Used as the formal agreement between the resident district and distance education program provider;

(ii) Initiated by the distance education program provider;

(iii) Designed for a period not to exceed twelve (12) months; and,

(iv) On file at the resident district.

(b) The MOU shall consist of at a minimum:

(i) The identification of the resident and distance education program provider point-of-contact to include first and last name, position/title, and contact information;

(ii) Payment information to include how the amount is determined, due date(s), and method of payment;

(iii) Apportion the responsibility for ensuring that each student has access to the appropriate electronic equipment, connectivity, and resources needed to participate in the distance education course(s);

(iv) A description of the educational support provided to the student(s) by the resident district. This may include, but is not limited to:

(A) The access of resources at the resident district;

(B) Required tutoring and/or mentoring services;

(C) Testing and assessment services to include a timeline or schedule appropriate to the instruction provided to the student(s);

(D) Academic counseling services;

(E) Library services;

(F) Extra curricular activities; and,

(G) Special needs requirements.

(v) If the resident district does not have qualified distance education site coordinators, the MOU shall include:

(A) A description of the training required of the resident district's staff;

(B) Which district staff should attend the training;

(C) How the training will be provided; and,

(D) When the training should be completed.

(vi) A description of any training required of the student(s), how this training will be provided, and when it should be completed;

(vii) A statement ensuring that all records of the student(s) will be provided by the resident district including any records of special education;

(viii) A conflict resolution policy; and,

(ix) The signatures of the distance education program provider and resident district's superintendent or designee, in accordance with district policies.

Section 13. The Distance Education Grant (DEG) Program.

(a) The DEG shall be available to assist eligible distance education program providers with developing distance education course(s) available from the WSN.

(b) The DEG Program shall be available to Wyoming school districts, community colleges, and the University of Wyoming. The notice of the grant program, together with necessary application forms and program information, shall be provided to eligible applicants by May 1. Grants will be awarded no later than August 15 of the succeeding school year.

(c) The DEG Program shall be made available for:

(i) Necessary professional development requirements that align to the distance education program provider's professional development plan as stated on the Instructor Accountability narrative. The applicant shall detail the origin of the professional development and rationale for selection, and itemized budget of how the funds will be expended;

(ii) Program maintenance and operational needs. The applicant shall provide an itemized budget of how the funds will be expended on items such as, but not limited to, infrastructure needs, teacher incentives, and course design;

(iii) Accreditation requirements for distance education program providers;

(iv) Program evaluation of core courses within the required statewide education program, components of the Success Curriculum required for participation in the Hathaway student scholarship program specified by W.S. § 21-16-1307, dual enrollment courses and advanced-placement courses. The applicant shall detail the origin of the evaluation, rationale for selection of the evaluator, and itemized budget of how the funds will be expended; and,

(v) Other program components necessary for sustainability if funds appropriated to the Department of Education permits.

(d) The priority of the DEG Program shall be available for the development and maintenance of distance education programs that deliver core courses within the required statewide education program; components of the success curriculum required for participation in the Hathaway student scholarship program specified by W.S. § 21-16-1307; dual enrollment and advanced-placement courses.

(e) The evaluation and award of all DEG Program grants shall be conducted by the Department and external evaluators, using publically accessible rubrics. The evaluation of the grants shall be based on:

(i) The priority of the course(s) being offered and the intended uses of the funding;

(ii) The number of students estimated to participate in the distance education course(s) based on a needs assessment or prior enrollment numbers;

(iii) Total program costs; and,

(iv) If applicable, historical student success in the distance education course(s).

(f) Each grant recipient shall report to the Department by not later than August 1 of the succeeding school year:

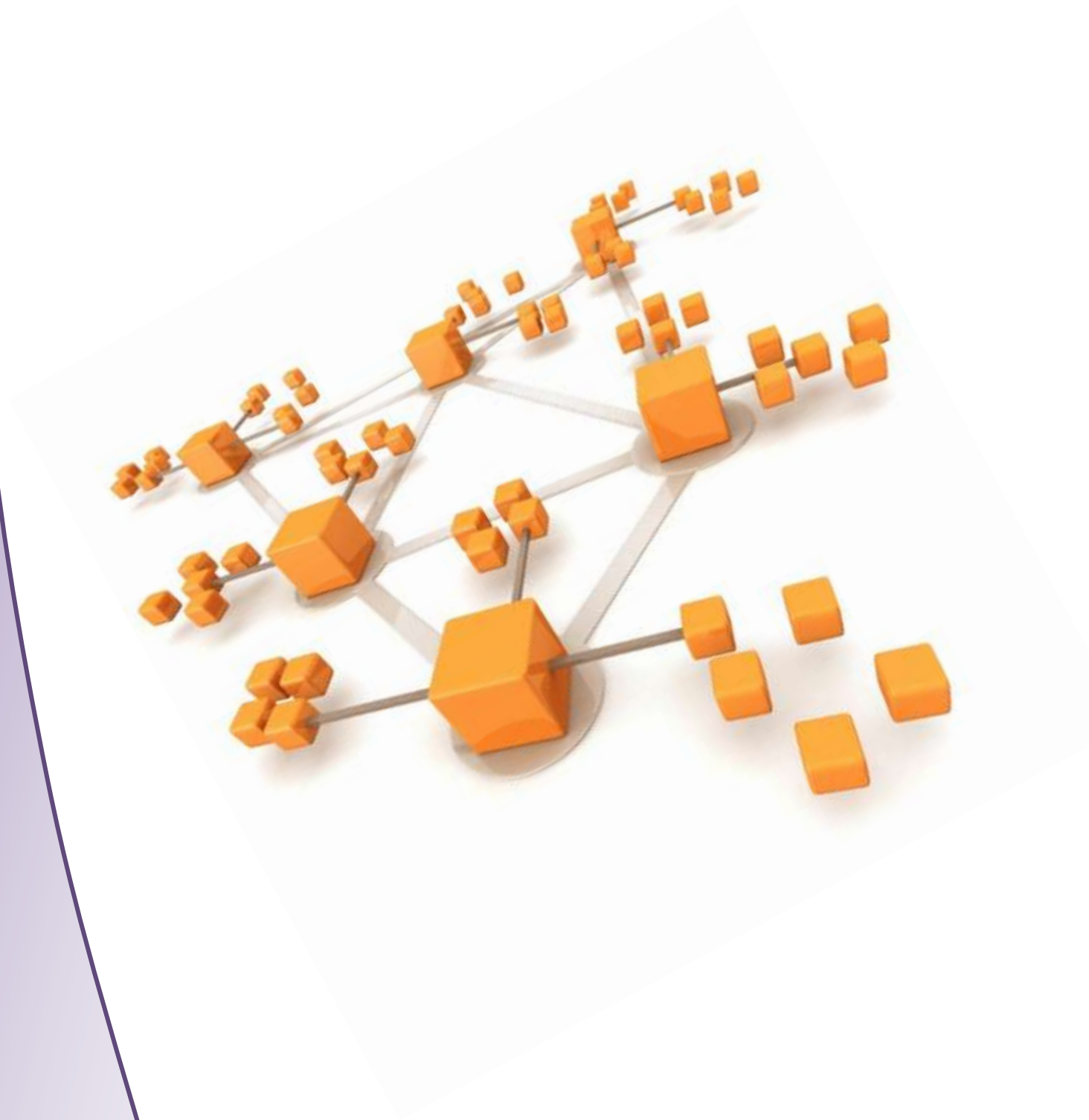
- (i) The expenditure of grant amounts awarded from the prior school year;
- (ii) The number of students enrolled in the distance education course(s) receiving grant assistance;
- (iii) The number of students that successfully completed the distance education program;
- (iv) The impact of the grant assistance in compliance with W.S. § 21-13-330; and
- (v) An evaluation of the distance education course(s) in addressing student needs.

Section 14. Attendance.

In accordance with Section 10 of the Department's Chapter 8 Rules and Regulations for the School Foundation Program, all students enrolled in distance education course(s) shall satisfy compulsory attendance requirements by completing the Milestones outlined in the student's Distance Learning Plan.

Section 15. Assessment and Adequate Yearly Process (AYP).

- (a) Students enrolled in distance education course(s) shall not be exempt from state or district assessments.
- (b) Each student participating in a distance education course(s) shall be subject to the Wyoming statewide assessments as required in W.S. § 21-2-304(a)(v); and the assessment shall be administered and monitored by a state-trained assessment administrator.
- (c) Student performance, accountability, state and district assessment results, and adequate yearly progress (AYP) shall be the responsibility of the resident district.



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