



Virtual Education Course Submission Process

Date: September 2019

Collection: 2019-20 School Year Courses

Instructions: <https://virtual307.com/policy/>

Deadline: December 6, 2019

Overview Steps

- Complete the **WDE638 WISE Course Inventory**
 - Follow the WDE638 information at [Data Collection Suite – Forms Inventory](#)
 - Include **each** virtual education course to be provided during the 2019-20 school year
 - Provide entries for all required fields
- Complete a **Virtual Education Course Syllabus** for each course **not previously approved** or for those that have had significant revisions or changes since being approved
 - Use the **Syllabus TEMPLATE** and **INSTRUCTIONS** posted on the Virtual 307 site
 - Save each syllabus as a single pdf. file
 - Use the required file naming convention
 - *Content Area* on WDE638 (two uppercase letters)

LA - English & Language Arts

MA - Math

SC - Science

SS - Social Studies & History

FL - Foreign Language

PE - Physical Education & Health

FA - Fine & Performing Arts

VE - Career & Vocational Education

OT – Other

- *Local Course Name* on WDE638 (uppercase and lowercase),
- *School District* first three letters and number
- One space
- *School Year* 19-20
- Syllabus pdf. file naming convention examples
 - Albany County School District 1 Example
 - Syllabus PDF File Name: **LARReadingisFunALB1 19-20**
 - Big Horn County School District 1 Example
 - Syllabus PDF File Name: **MAMath101BIG1 19-20**
- Send VE Course contact information and syllabi to Lori Thilmany through Dropbox, Google Drive or email (lori.thilmany@wyo.gov)
- Submit all syllabi by **December 6, 2019**

WDE Virtual Education Course Review and Approval

- Course approval will be based on WDE Content Specialists syllabi review to ensure that standards and benchmarks are aligned to Wyoming Content and Performance Standards
- The WDE Content Specialists review syllabi within two weeks
- If there is additional information or revisions required for the course syllabi, the district VE Course contact will be asked to submit updated syllabi within two weeks
- Approved course syllabi will be posted to the Virtual 307 website

For more information, contact Lori Thilmany, at (307)777-7418 or lori.thilmany@wyo.gov