



## Virtual Education Course Submission Process

**Date:** February 2019

**Collection:** 2019-20 School Year Courses

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

**Deadline:** July 31, 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

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

- **Content Area** on WDE638 (two uppercase letters)
- **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](mailto:lori.thilmany@wyo.gov))
- Submit all syllabi by **July 31, 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](mailto:lori.thilmany@wyo.gov)