



Wyoming Department of Education

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MEMORANDUM NO. 2007 - 164

TO: School District Superintendents

FROM: Charlene Turner, Director of Alternate Assessment Standards, Assessment and Accountability Unit 

DATE: October 5, 2007

SUBJECT: WDE-667 Proficiency Assessments for Wyoming Students – Alternate (PAWS-ALT)

TIME SENSITIVE

The WDE-667 is used to submit requests from schools and accredited institutions for the 2008 Proficiency Assessments for Wyoming Students – Alternate (PAWS-ALT). This form must be submitted to the Wyoming Department of Education on or before October 30, 2007. Every school and accredited institution in your district that serves any grades 3 through 8, or grade 11 is required to complete the form. Please have them follow these steps.

Not Requesting 2008 PAWS-ALT Assessments:

1. Obtain the form at www.k12.wy.us under the Forms Inventory link under Popular Items on the home page.
2. Only complete the identifying information on the form including School ID and Name, Contact Name, Contact E-Mail and Contact Phone.
3. Leave the remainder of the form blank.
4. Save the electronic file.
5. Submit the file to the individual with “Upload” rights at the district office.
6. The individual with upload rights uploads the file to the Wyoming Department of Education on or before October 30, 2007.

Requesting 2008 PAWS-ALT Assessments:

1. Obtain the form at www.k12.wy.us under the Forms Inventory link under Popular Items on the home page.
2. Complete the identifying information on the form including School ID and Name, Contact Name, Contact E-Mail and Contact Phone.
3. List each student at the indicated school or institution who will be participating in the 2008 PAWS-ALT by providing demographic information in fields 1 – 9.
4. Save the electronic file.

School District Superintendents
Memo No. 2007-164
October 5, 2007
Page 2

5. Submit the file to the individual with "Upload" rights at the district office.
6. The individual with upload rights uploads the file to the Wyoming Department of Education on or before October 30, 2007.

The information in this memorandum is to be provided to Principals, Special Education Directors, Accredited Institution Directors, Special Education Teachers and the person with "Upload" rights in your district.

Please contact Charlene Turner (cturne@educ.state.wy.us) if you have questions.

CT:al