



Wyoming Department of Education

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MEMORANDUM NO. 2009- 014

TO: School District Superintendents
Title III Directors
Principals

FROM: Cassandra Celaya, Foreign Language Content Specialist
Standards and Assessment Unit

DATE: January 28, 2009

SUBJECT: 2009 WELLA Test Administrators Training

IMPORTANT – TIME SENSITIVE INFORMATION

The Wyoming Department of Education is providing **required** administration and scoring training for all qualified personnel who will serve as Test Administrators for the 2009 Wyoming English Language Learners Assessment (WELLA). Completion of training requirements promotes the accurate administration and scoring of the 2009 WELLA resulting in valid and reliable scores.

The training requires that all **Test Administrators** attend one of the two regional trainings to be provided April 15 and April 17, 2009. Online registration will begin February 13, 2009. Please refer to the attached training notice for details, which is to be provided to all qualified personnel who will be administering the WELLA.

Please contact Cassandra Celaya at ccelay@educ.state.wy.us or 777-5217 or Charlene Turner at cturne@educ.state.wy.us or 777-7322 if you have questions.

CT:al
enclosure

