



Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction

2020 Grand Avenue, Suite 500

Laramie, WY 82070

Phone 307-721-1900

Fax 307-721-1901

Website www.k12.wy.us

MEMORANDUM NO. 2010-204

TO: School District Superintendents
District PAWS Coordinators
Building PAWS Coordinators
Accredited Institution Directors
Principals
Technology Directors
Special Education Directors

FROM: Lesley Wangberg, Director of State Assessment
Standards and Assessment Division *LW*

DATE: November 12, 2010

SUBJECT: District and Building PAWS Coordinator Pre-Administration
Training

TIME SENSITIVE INFORMATION

PAWS pre-administration training will be provided to District and Building PAWS Coordinators in December for the 2011 PAWS administration. For the 2011 PAWS administration, two levels of training will be provided. All District or Building PAWS Coordinators will need to complete one of the two trainings.

1. NEW DISTRICT and BUILDING PAWS COORDINATORS

A **half day, face-to-face training** will be provided **December 7th** at the following site for new District and Building PAWS Coordinators, or those that would like a refresher course in their duties:

Natrona County School District #1
McKinley Annex- Training Facility
1044 Foster Road
Casper, WY

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Please note: There is a 60 seat capacity for both the morning and afternoon sessions. **We will be able to provide seats ONLY for those that register at the link below.** Should your first choice of session fill, please register for the other session.

Participants for the new District and Building PAWS Coordinator Pre-Administration Training **must register** for **one** of the following sessions at the link below:

- A. Morning session 8:30-11:30 AM
<http://www.zoomerang.com/Survey/WEB22BFB5XPDSW>
- B. Afternoon session 1:00-4:00 PM
<http://www.zoomerang.com/Survey/WEB22BFVCH2HH3>

2. RETURNING DISTRICT and BUILDING PAWS COORDINATORS

Two **web-ex** trainings will be provided on **December 8th** for experienced District or Building PAWS Coordinators. This session will address new information for the PAWS 2011 test administration, as well as a few reminders of important tasks that will need to be completed. Participants will need to register at the link below for **one** of the following sessions:

- A. Morning session 9:00-11:00 AM
<http://www.zoomerang.com/Survey/WEB22BFZJ8535P>
- B. Afternoon session 1:00-3:00 PM
<http://www.zoomerang.com/Survey/WEB22BFZJG53AK>

Further details regarding how to access the web-ex will be provided by Pearson prior to the training on December 8th.

Should you have any questions regarding the pre-administration trainings, please contact Melissa Irvine at mirvin@educ.state.wy.us or 307-721-1926.

LW:al