



Wyoming Department of Education

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MEMORANDUM NO. 2011-161

TO: School District Superintendents
Title III Directors
Principals
English Language Learner Teachers

FROM: Robin Holbrook, ELL Content and Assessment Consultant
Standards, Assessment, and Learning Team Division

DATE: December 13, 2011

SUBJECT: ACCESS for ELLs® Test Ordering Information

TIME SENSITIVE

The ACCESS for ELLs® ordering window for Wyoming will open December 16, 2011. You may order your ACCESS for ELLs® test materials online: December 16 through January 11, 2012.**

To place your order:

1. Access <http://www.metritech.com>.
2. Click on CLIENT AREA
3. Select WIDA ACCESS for ELLs® from the list displayed.
4. Enter your District's User Name and Password.
 - a. Your User Name and Password will be emailed to you on the morning of December 16, 2011, from MetriTech.
 - b. The User Name and Password are case sensitive. If you make a mistake, you will be denied access, and the system will prompt you to try again.

****When placing your order, request only the number of tests needed for each grade (form) and tier.****

If you need assistance, please call (800)747-4868 and ask for WIDA Technical Support. A staff member will be happy to answer any questions you may have.

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If one of your schools is not listed, please email or fax your order for that school. Download the 2012 WIDA Order Form located at the bottom left side of your district welcome page on our website. Email the form to MetriTech at wida@metritech.com or call and ask for WIDA support (800)747-4868.

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