



Cindy Hill, Superintendent
2300 Capitol Avenue
Hathaway Building, 2nd Floor
Cheyenne, WY 82002
(307) 777-7690
edu.wyoming.gov

MEMORANDUM NO. 2014-054

To: District Superintendents
Principals, Assessment Coordinators
Special Education Coordinators
WISE Coordinators

From: Susan Williams, Data Collection and Reporting Supervisor
Wyoming Department of Education

Date: April 28, 2014

Subject: WDE684 and PAWS and PAWS-ALT Roster Review

PAWS ROSTER REVIEW WINDOW NOW OPEN FOR DISTRICTS

Districts Asked to Review Information Before May 9

CHEYENNE - The Wyoming Department of Education (WDE) is announcing the release of the PAWS and PAWS-ALT Accountability Roster, Testing Status, and Approved Exemption Report.

Districts will be given until May 9, at 5:00 p.m. to review the report and, if necessary, resubmit their WDE684 data or contact appropriate WDE staff to resolve data errors.

The PAWS and PAWS-ALT Accountability Roster, Testing Status, and Approved Exemption Report is a new report created by the WDE to give districts the opportunity to review and verify their roster information prior to the summer release of PAWS/PAWS-ALT results. The Roster Review Fact Sheet is available [here](#).

Data will be provided securely through the Wyoming Education Fusion portal. In addition to the

data, a file layout with an index of column names and content explanations will be posted in the portal. District superintendents will be asked to verify online that they have received and reviewed their Accountability Roster at the following link: https://fusion.edu.wyoming.gov/sites/secured/MySites/Data_Reporting/data_reporting_assessment_reports_confidential.aspx.

Critical Items to Review

The report lists all students reported by the district with an active primary WDE684 enrollment record on March 21, 2014 in grades 3-8. The report also lists all students reported by Educational Testing Services (ETS) as having tested on the PAWS or PAWS-ALT test (including those without an enrollment record matching the above criteria). Of specific interest for review by districts:

- 1) Testing Status;
- 2) Exemption Status;
- 3) Grade Enrolled (WDE684 collection) vs. Grade Tested (ETS);
- 4) Full Academic Year Status – school and district level status field.

Additional information will be provided in three subject specific testing status note fields: “math testing status note,” “reading testing status note”, and “science testing status note.”

Examples of Notes

- A student whose WDE684 grade enrolled does not match the tested grade will have a status of Not Tested.
- Not Tested status due to invalidated test administration.
- Student reported as home schooled on the WDE684. Test results exist, but will not be used in aggregated public reporting or accountability.
- Student reported as having tested at this school, but no district reported a primary enrollment record active on 3/21/2014 for this student.
- Student was reported as tested, but there exists an unresolved 3/21/2014 WDE684 primary enrollment overlap situation involving two or more districts. Student ownership uncertain.
- Student was reported as not tested, but there exists an unresolved 3/21/2014 WDE684 primary enrollment overlap situation involving two or more districts. Student ownership uncertain.

For additional guidance on identifying potential data problems during the data review window, please see the PAWS and PAWS-ALT Accountability Roster, Testing Status and Approved Exemption Facts Sheet, located on Fusion with the report.

Additional Items for Review

If there are questions about full academic year status for any particular student, the WDE will review the situation based on details provided by your district. For the purposes of accountability for grades 3 - 8, a full academic year is a student who attends a school from October 1, 2013 – March 21, 2014.

If you have a parentally placed private school student receiving special education services please contact Brian Wuerth, 307-777-6748, brian.wuerth@wyo.gov.

Accessing the Report

The PAWS and PAWS-ALT Accountability Roster, Testing Status and Approved Exemption Report can be located on the Fusion website, <http://fusion.edu.wyoming.gov>. In order to access the report users must have one of the following fusion user roles: Superintendent, Principal, Assessment Coordinator, Special Education Coordinator, WISE Coordinator, or Assessment Confidential.

To access the report, select the “Data Reporting” button on the Fusion homepage. On the left side of the next page click on “Assessment Confidential.” The report will be at the top of the next page named PAWS and PAWS-ALT Accountability Roster, Testing Status and Approved Exemption Report.

If you do not have rights to see the report or have forgotten your Fusion user name, please contact your district Fusion Administrator. If you are unsure who your district Fusion Administrator is, click on the “Find Fusion Administrator” link at the top of the Fusion home page. You will also see a link called Password Help if you are unsure what your password is. If you would like to change your password, please follow the tutorial at the following link: <https://portals.edu.wyoming.gov/DCS/Content/Docs/Videos/RetrieveandResetPassword.mp4>

For more information contact Susan Williams at 307-777-6252 or susan.williams@wyo.gov.