WYOMING STATE ASSESSMENT SYSTEM
Exemption from Participation Request

All students are expected to participate in the Wyoming Assessment System. Every effort must be made to inform parents, guardians, and students of the testing calendar and to stress the importance of participation.

The system includes:

- Proficiency Assessments for Wyoming Students (PAWS) in grades 3 – 8 and Wyoming Alternate Assessment, Wy-ALT) in grades 3-11
- Student Assessment of Writing Skills (SAWS) in grades 3, 5, & 7
- ACT EXPLORE®, grade 9
- ACT PLAN®, grade 10
- ACT Plus Writing®, grade 11
- Wyoming English language proficiency assessment, ACCESS for ELLs®; (all grades)

However, on behalf of a student, school administrators may apply for exemption from participation from the Wyoming Assessment System. An exemption request must meet the criteria in one of the three categories listed below and current documentation must be submitted with each request.

**Exemptions must be submitted to the Wyoming Department of Education via the Wyoming Transcript Center by (WDE Administration Folder) by:**

- **March 20, 2015** for Grades 3-8 PAWS and Wy-ALT
- **April 24, 2015** for Grades 3, 5, and 7 SAWS
- **May 8, 2015** for Grades 9-11 ACT Suite and Wy-ALT

An exemption is only valid after obtaining written approval by the Wyoming Department of Education. The request may ONLY be submitted via the Wyoming Transcript Center.

Current documentation (e.g. SIS screen shots that show a student’s expulsion or out of state placement or EL status) must be included to review and process the request. Requests for exemption that do not include the required documentation will not be processed.
EXEMPTION CATEGORIES

**Expelled Students:** A student must be expelled for the duration of the test administration window in order to meet criteria for this exemption category. Official documentation (e.g. SIS screen shot) of dates of expulsion must be provided along with the request.

**English Learners (ELs) Students:** Students who are English Learners (ELs) can be exempt from the SAWS, the reading portion of the PAWS, and the Reading, English Language Arts, and Writing portions of the ACT assessments only if:

- they have been enrolled in U.S. schools for less than one year as of March 2, 2015, and
- they participate in the Wyoming assessment of English language proficiency, ACCESS for ELLS®, which is administered January 19 – February 23, 2015.

Official documentation of EL status and enrollment in U.S. schools must be provided (e.g. SIS screen shot).

**Students who are in an out of state placement:** A student must be in an out of state placement for the duration of the test administration window in order to qualify for exemption. Official documentation of dates and placement must be provided (e.g. SIS screen shot or other official communication regarding dates/locations of placement).

Any student who meets the requirements noted above and has a WDE-approved exemption request will not be counted as an enrolled student in the district and school reports, or for any accountability decisions.

It is the district’s responsibility to submit exemption requests on a timely basis.
EXEMPTION REQUEST

This request must be completed in its entirety and submitted via the Wyoming Transcript Center with the required documentation by the dates related to the test.

DO NOT USE ABBREVIATIONS-PLEASE TYPE OR PRINT

Date: ___________________________ District Name: ___________________________

School Name: ___________________________ School ID Number: ___________________________

Submitted By: ___________________________ E-mail: ___________________________

Phone Number: (307) ___________________________ Fax Number: (307) ___________________________

STUDENT INFORMATION

Student Name: ___________________________ Student Grade Level: ___________________________

Student WISER ID: ___________________________ Student Date of Birth: ___________________________

Has student been approved for exemption prior to 2015? Yes ______ No ______ When? ___________________________

TYPE OF EXEMPTION

Please indicate the type of exemption that is requested and provide appropriate, current, official documentation. Documentation must be attached. Failure to submit documentation may result in a denial of the exemption request. The WDE may require additional documentation. Disposition of your request will be sent to you by mail or e-mail in a timely manner.

___ Expelled Student

☐ Official Documentation Attached

Expulsion dates: From ____________ To ____________

___ ELL Student: As of March 2, 2015 the student has been enrolled in U.S. schools for less than one year and qualifies as an ELL student.

☐ Official Documentation Attached

___ Student Placed out of State

☐ Official Documentation Attached

FOR WDE USE ONLY

Reviewed by: ___________________________ Title: ___________________________

Date of District Notification: ___________ Disposition: Approved _____ Denied: _____