



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:

- Wyoming Test of Proficiency and Progress (WY-TOPP) in grades 3-10 and Wyoming Alternate Assessment (WY-ALT) in grades 3-10
- ACT Plus Writing®, grade 11
- Wyoming English language proficiency assessment: ACCESS for ELLs (all grades) or ALT ACCESS® (grades 1-12)

On behalf of a student, school administrators may apply for exemption from participation from the Wyoming Assessment System.

Exemptions must be submitted to the Wyoming Department of Education via the SAER system by:

February 4, 2020 for all grades ACCESS for ELLs and grades 1-12 ALT ACCESS

March 17, 2020 for grades 3-10 WY-ALT

April 7, 2020 for grade 11 ACT

April 28, 2020 for grades 3-10 WY-TOPP

An exemption is only valid after obtaining approval by the Wyoming Department of Education. The request may ONLY be submitted via the SAER system found on the Wyoming Department of Education website.

Current documentation (e.g., Student Information System (SIS) screen shots that show a student's expulsion, out-of-state placement, or EL status) must be included with each request. Requests for exemption that do not include the required documentation will not be processed. The student's WISER ID must accompany the exemption documentation (on the same page). Do not digitally enhance documentation. Please do not include student medical records with the exemption request.



EXEMPTION CATEGORIES

An exemption request must meet the criteria in one of the three categories listed below. Current documentation must be submitted with each request.

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. Students who are suspended from school pending expulsion are also eligible for exemption.

English Learners (ELs): Students who are English Learners (ELs) can be exempt from the ELA and Writing portions of the WY-TOPP and WY-ALT, 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 April 14, 2020, **and,**
- they participate in the Wyoming assessment of English Language Proficiency, ACCESS for ELLS®, which is administered January 21-February 25, 2020.

Official documentation of EL status and enrollment in U.S. schools must be provided. Typically, the best documentation is a screen shot from your Student Information System (SIS).

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 this 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 for any accountability decisions.

It is the district's responsibility to submit exemption requests on a timely basis.