



Wyoming Department of Education

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MEMORANDUM NO. 2009-110

TO: School District Superintendents
District PAWS Coordinators
District Curriculum Directors
District Technology Directors

FROM: Lesley Wangberg
Director of State Assessment

DATE: August 14, 2009

SUBJECT: Access to PAWS Reports on WAM!NET

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TIME SENSITIVE INFORMATION

The Wyoming Department of Education and Pearson utilize a Secure File Transfer Protocol (SFTP) product called WAM!NET for the sole purpose of transmitting secure and confidential student data and results. Earlier this week you received an email from Pearson letting you know that the PAWS results are now available on WAM!NET. The purpose of this memo is to:

- Provide you with the process to follow to access your district's results; and,
- To inform you that all of your district's data must be pulled down and archived within your district by October 31st, 2009.

To ensure the protection of student data, Pearson and WDE have reset all WAM!NET passwords prior to the beginning of the 2009 school year. As the Superintendent for your district, you have the ultimate responsibility for the protection of all student information. To assist you in your efforts to comply with all FERPA regulations, the WDE asks that you request access for no more than two individuals. These stewards, which may include District PAWS Coordinators, District Technology Directors and District Curriculum Directors, will be responsible for downloading and disseminating the information to the appropriate individuals within your district. The WDE will ensure that the

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stewards from each district are made aware that the username and password assigned to them SHOULD NOT be compromised by sharing their credentials with another individual.

The WAM!NET site is meant to be utilized as a transfer mechanism at the state and district level and should not be used to archive data. **On October 31, 2009, all legacy data from the spring 2009 test administrations will be removed from the WAM!NET.** It is very important that each district download all data files and PDF's to your internal systems for your future reference. WDE will communicate via email a final reminder one week prior to the deletion of all files from WAM!NET.

As has been the procedure in the past, please contact Melissa Irvine at 777-8568 or mirvin@educ.state.wy.us to let her know which two individuals you are requesting to have access to WAM!NET for the 2009 PAWS results. New passwords will be assigned by Pearson to each individual user.

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