



Wyoming Department of Education

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MEMORANDUM NO. 2009-128

TO: School District Superintendents
Curriculum Coordinators
Elementary Principals

FROM: Lynda Collins, Early Learning Supervisor *LC*
Educational Quality and Accountability Unit

DATE: September 4, 2009

SUBJECT: District Early Literacy Plan Submission – Training and Technical Assistance

IMPORTANT REQUIREMENTS

THE SUBMISSION OF DISTRICT EARLY LITERACY PLANS

The Wyoming Department of Education is requiring all districts to submit updated District Early Literacy Plans by October 15, 2009. Original notification of this requirement was distributed in Superintendent's Memo 2009-086 dated May 22, 2009. Please submit your District Early Literacy Plans to Morgan Amberson at mamberson@educ.state.wy.us by the October 15 deadline. A copy of the required components is included, with this memo. The WDE Early Learning Team will evaluate the plans after they have been received and the district contact will be notified if additional information will be required.

During its July 31, 2009, meeting, the Management Audit Committee directed staff of the Wyoming Legislative Service Office to conduct an audit of the Reading Assessment and Intervention Program. W.S. 21-3-401 creates the Reading Assessment and Intervention Program, which is ultimately the responsibility of each school district to design and implement. The primary objective of this audit/review is to determine whether W.S. 21-3-401 is being carried out at the district level, as well as the effect of the Program on reading comprehension scores of identified students. You will be receiving more information in the upcoming weeks.

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Attendance at one of the trainings listed below is required for all districts who did not attend the training session Schoolwide Literacy: Instruction and Assessment Planning held on August 11, 2009, in Riverton. The Early Learning Team will mail a flash drive to the contact person for each district that was not in attendance at the above training session containing materials for the sessions listed in this memo. Additionally, the flash drive will contain supporting documents, templates, and resources to assist districts in the development and/or updating of their District Early Literacy Plans.

- Developing an Effective Early Literacy Plan will be held via the WEN on September 17, 2009, from 1:00 p.m. to 3:00 p.m. This training will focus on the required components of the District Early Literacy Plans and alignment with W.S. 21-3-401. Register for this event at: <http://www.zoomerang.com/Survey/survey-intro.zgi?p=WEB229KBS43GYP>. NOTE: Participants must also contact the local WEN scheduler to sign up your site for this event.
- Developing an Effective Early Literacy Plan will also be presented, in a condensed format, at the 2009 Fall Wyoming School Improvement Conference on Monday, September 28, 2009, from 11:15 a.m.-12:15 p.m. Attendees for this breakout session must be registered for the conference at-large.

In addition, Linking Literacy Assessment and Instruction will be held, via the WEN, as a follow-up to previous literacy planning trainings, on November 9, 2009, and March 8, 2010. Both sessions will be held from 4:00 p.m. to 6:00 p.m. Instructors for the sessions are Dr. Diane Hudson and Dr. Jennifer Watson-Kilgrow. WDE Early Learning staff will also be available during the sessions. Topics for the sessions will include using data to effectively make intervention decisions for early readers and implementing a school/district-wide literacy framework. Please contact your local WEN scheduler to sign up your site for these events.

WDE Early Learning staff will be available to provide technical assistance to districts in the development of early literacy plans. Please contact Lynda Collins at 307-777-7193 or lcolli@educ.state.wy.us or Jillian Balow at 307-777-8909 or jbalow@educ.state.wy.us for additional information.

LC:al

Attachment: Early Literacy Plan Components

District Early Literacy Plan Required Components

Wyoming State Statute 21-3-401

District Name:

Contact Name:

Components	Comments
<p>Assessment Plan</p> <p><input type="checkbox"/> Screening, diagnostic, progress monitoring, and outcome measures used</p> <p><input type="checkbox"/> Timeline for administration</p> <p><input type="checkbox"/> Personnel who will administer the assessments</p>	
<p>Research-based Intervention/s</p> <p><input type="checkbox"/> Intervention/s to be used</p> <p><input type="checkbox"/> Number of days per week and amount of time that is allotted for intervention</p> <p><input type="checkbox"/> Personnel who will deliver the instruction</p> <p><input type="checkbox"/> Group size</p>	
<p>IRP</p> <p><input type="checkbox"/> Includes student assessment results</p> <p><input type="checkbox"/> Sets students goals</p> <p><input type="checkbox"/> Documents intervention/s and student progress</p> <p><input type="checkbox"/> Documents entrance and exit dates</p>	