



Wyoming Department of Education

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MEMORANDUM NO. 2009-149

TO: School District Superintendents
Principals
Special Education Directors

FROM: Charlene Turner, Director of Alternate Assessment
Bill Herrera, Director of Test Development and Research
Standards & Assessment Unit

DATE: September 25, 2009

SUBJECT: WDE-664 Special Forms Requests
Proficiency Assessment for Wyoming Students (PAWS)

TIME SENSITIVE - UPDATED INFORMATION

The WDE-664 is to be completed only by those schools and accredited institutions that are requesting **Large Print, Braille or Audio Special Forms** of the 2010 Proficiency Assessments for Wyoming Students (PAWS). Use of a Special Form must be documented on a student Individualized Education Program or 504 Plan. The WDE-664 must be submitted to the Wyoming Department of Education on or before **October 16, 2009**.

For the 2010 administration of PAWS, a new special form is available. The **Audio Form** provides access to the mathematics, writing, and science content tests through the provision of a taped human reader. It is made available for the multiple choice portions of the tests through the testing platform and for paper pencil portions of the PAWS through a compact disc which will be mailed to the school or institution prior to the testing window.

Only One Special Form can be indicated for each student on the WDE-664. If the student requires the use of a Large Print or Braille Form, indicate that on the form. An Audio Form may be used in combination with a Large Print Form. To request the use of an Audio Form in combination with a Large Print Form, please contact Charlene Turner at cturne@educ.state.wy.us.

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The following steps must be completed to submit the WDE-664:

Requesting 2010 PAWS Special Forms:

1. Obtain the form at www.k12.wy.us under the Forms Inventory link under Popular Items.
2. Complete the identifying information on the form including School ID/Name, Telephone, Contact Name, and Contact Email.
3. List each student at the indicated school or accredited institution who requires a Large Print, Braille Special or Audio Form of the 2010 PAWS by providing demographic information in fields 1 – 5.
4. Save the electronic file.
5. Submit the file to the individual with “Upload” rights at the district office. The individual with upload rights uploads the file to the Wyoming Department of Education on or before October 16, 2009. Completed electronic data should be uploaded on the web page: https://wdesecure.k12.wy.us/pls/collection/data_collection.home.show

Access to the file upload form requires a valid user ID and password.

The information in this memorandum is to be provided to Principals, Special Education Directors, Accredited Institution Directors, Special Education Teachers and the person with “Upload” rights in your district.

Please contact Charlene Turner at cturne@educ.state.wy.us or 307-777-7322 if you have questions.

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Attachment

Selection of Special Form for the Administration of PAWS

All of the following conditions must be met for the use of a Special Form for the administration of PAWS:

- The student must have an Individualized Education Program (IEP) or 504 Plan.
- Use of a Special Form (Large Print, Braille, Audio) must be documented on the IEP or 504 Plan as an accommodation to be administered during the administration of the general assessment, PAWS.
- A request for the use of a Special Form must be made to the Wyoming Department of Education by completing the WDE-664 found at www.k12.wy.us under the Forms Inventory link.
- Only one Special Form can be indicated on the WDE-664 for each student.

