



# Wyoming Department of Education

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## MEMORANDUM NO. 2010-161

**TO:** School District Superintendents  
Principals  
Special Education Directors  
Directors of Accredited Educational Sites

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

**DATE:** September 17, 2010

**SUBJECT:** WDE664 Special Forms Requests  
2011 Proficiency Assessments for Wyoming Students (PAWS)

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### TIME SENSITIVE / UPDATED INFORMATION

The WDE664 is to be completed **only** by those schools and accredited institutions that are requesting **Braille, Large Print or Audio Special Forms** of the 2011 Proficiency Assessments for Wyoming Students (PAWS). Use of a Special Form must be documented on a student Individualized Education Program or 504 Plan. The WDE664 must be submitted to the Wyoming Department of Education on or before **October 15, 2010**.

**Only one Special Form can be indicated for each student on the WDE664.** An Audio Form may be used in combination with a Large Print Form. If a student requires both Large Print and Audio, please request a Large Print using the WDE664. A separate request for an Audio Form can be completed during the 2011 PAWS Pre-Identification Window. Please see the attachment regarding the selection of special forms.

The newly developed *WDE664 Data Collection Guidebook* will provide information for obtaining, completing, and submitting the WDE664. The form and guidebook are located at <https://wdesecure.k12.wy.us/stats/forms.inventory> and can be downloaded for easy reference. Scroll down to WDE664 to find the form and the applicable guidebook.

Please provide the information in this memorandum to all Principals, Special Education Directors, Directors of Accredited Educational Sites, Special Education Teachers, and the person with "Upload" rights in your district. Please note that access to the file upload form requires a valid user ID and password.

Please contact Charlene Turner at [cturne@educ.state.wy.us](mailto:cturne@educ.state.wy.us) or (307) 721-1925, if you have questions.

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Attachment

## Selection of a 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 (Braille, Large Print, 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 wde664 found at [www.k12.wy.us](http://www.k12.wy.us) under the Forms Inventory link.
- Only **ONE** Special Form is indicated on the wde664 for each student.

