



# Wyoming Department of Education

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## MEMORANDUM NO. 2010-194

**TO:** School District Superintendents  
District PAWS Coordinators  
Building PAWS Coordinators  
Accredited Institution Directors  
Principals  
Technology Directors  
Special Education Directors

**FROM:** Lesley Wangberg, Director of State Assessment  
Standards and Assessment Division *LW*

**DATE:** October 29, 2010

**SUBJECT:** Purging of 2010 PearsonAccess Data and Materials

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### TIME SENSITIVE INFORMATION

On Tuesday, October 26, 2010, an email correspondence was sent out via PearsonAccess to all users notifying them of the purging of all 2010 PAWS and PAWS-ALT data, reports and administration materials from PearsonAccess. This will occur at 4:00 pm on Monday, November 8, 2010.

The following information will be purged from PearsonAccess:

- User credentials for all roles
- Student information
- Student accommodations
- On-Demand Reports
- Published Reports
- Student data files
- All PAWS 2010 resource documents (ex: Directions for Administration, Test Coordinator's Manual, Online User's Guide, etc.)

It is the responsibility of each district/building to retrieve and save all information for the PAWS 2010 Test Administration, including reports and district data files, prior to November 8, 2010, at 4:00 pm.

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### **New Credentials for PearsonAccess**

Please remember that after November 8, 2010, all user credentials from the 2009-2010 Test Administration will no longer be valid. Beginning with the PAWS 2011 Test Administration, the following user credentials will be automatically created by Pearson based on information provided by your district to the WDE.

User credentials created in December 2010:

- District PAWS Coordinators
- Building PAWS Coordinators
- Technology Directors

User credentials created in May 2011:

- Teachers

District or Building PAWS Coordinators will NOT have to create user credentials for any user **UNLESS** the user was not on the data file received from WDE. If a user requests new credentials, please confirm that the user is NOT already in the system. This will help to avoid duplicate users in the system.

WDE will communicate via email a final reminder one week prior to the deletion of all files from PearsonAccess.

Please contact Melissa Irvine at [mirvin@educ.state.wy.us](mailto:mirvin@educ.state.wy.us) or 307-721-1926, if you have questions.

LW:al