



# Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction  
2300 Capitol Avenue, 2nd Floor Hathaway  
Cheyenne, WY 82002

Phone: 307-777-3498 Fax: 307-777-6234 Website: [edu.wyoming.gov](http://edu.wyoming.gov)

---

## MEMORANDUM NO. 2011-143

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

**FROM:** David Holbrook, Interim Director  
Federal Programs and Assessment Division

**DATE:** November 16, 2011

**SUBJECT:** District and Building PAWS Coordinators Pre-Administration Training

---

### TIME SENSITIVE INFORMATION

PAWS Pre-Administration Training will be provided to District and Building PAWS Coordinators in December for the 2012 PAWS administration. Two levels of training will be provided. All District or Building PAWS Coordinators will need to complete one of the two trainings.

#### **1. NEW DISTRICT and BUILDING PAWS COORDINATORS**

A **half day, face-to-face training** will be provided **December 6<sup>th</sup>** at the following site for NEW District and Building PAWS Coordinators, or those that would like a refresher course in their duties:

Natrona County School District #1  
McKinley Annex-Training Facility  
1044 Foster Road  
Casper, WY

**Please note:** There is a 60-seat capacity for both the morning and afternoon sessions. **We will be able to provide seats ONLY for those that register**

School District Superintendents  
District PAWS Coordinators  
Building PAWS Coordinators  
Accredited Institution Directors  
Principals  
Technology Directors  
Special Education Directors  
Memo No. 2011-143  
November 14, 2011  
Page 2

**using one of the links below.** Should your first choice of session fill, please register for the other session.

Participants for the NEW District and Building PAWS Coordinator Pre-Administration Training **must register** for **one** of the following sessions below:

- A. Morning Session 8:30-11:30 AM  
Register at <http://www.zoomerang.com/Survey/WEB22D6RT4JXAD/>
- B. Afternoon Session 1:00-4:00 PM  
Register at <http://www.zoomerang.com/Survey/WEB22D6RG2JQJ9/>

## **2. RETURNING DISTRICT and BUILDING PAWS COORDINATORS**

Two **web-ex** trainings will be provided on **December 7<sup>th</sup>** for experienced District or Building PAWS Coordinators. This session will address new information for the PAWS 2012 test administration, as well as, a few reminders of important tasks that will need to be completed. Participants will need to register for **one** of the following sessions through the links below:

- A. Morning Session 9:30-11:00 AM  
Register at <http://www.zoomerang.com/Survey/WEB22DQPA4H3RT/>
- B. Afternoon Session 1:30-3:00 PM  
Register at <http://www.zoomerang.com/Survey/WEB22DQP8FH2RF/>

Further details regarding how to access the web-ex will be provided by Pearson prior to the training on December 7<sup>th</sup>.

Should you have any questions regarding the pre-administration trainings, please contact Jude Serrano at 307-777-8568 or [jude.serrano@wyo.gov](mailto:jude.serrano@wyo.gov).

DH:js