



Wyoming Department of Education

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MEMORANDUM NO. 2012-100

TO: School District Superintendents
District Test Coordinators

FROM: Paul Williams, Director
Assessment Division

DATE: June 11, 2012

SUBJECT: First Annual District Test Coordinators' Meeting

IMPORTANT INFORMATION

The Wyoming Department of Education (WDE) would like to announce the First Annual District Test Coordinators' Meeting to be held on **September 13, 2012**, in **Lander, WY**. The purpose of this one-day meeting is to have in-depth conversations about assessment topics including, but not limited to, legislative updates, ETS, our new testing vendor, WDE Assessment Division personnel roles and responsibilities, PAWS and PAWS-ALT content and instructional support resources and materials as well as, state-wide testing administration processes. Your participation in this meeting is greatly appreciated.

WDE would greatly appreciate the attendance of the District Test Coordinator (DTC) to represent each district as the input from every district will be valuable to future activities. WDE will cover the expenses of the DTC or their designee.

Each district may also bring **one** other additional person of their choosing, preferably one involved in district level curricular and instructional activities. The expenses of the additional participant will be the responsibility of the district.

Registration information and meeting details will be sent via email directly to each District Assessment Coordinator on **August 23, 2012**, with information to register for the event. **District Test Coordinators**, please use the survey below to submit your contact information to ensure you receive the registration information.

District Test Coordinator Contact Information

<http://www.zoomerang.com/Survey/WEB22FS36EEB7F>

Thank you and if you have any questions, please contact Jude Serrano at 307-777-8568 or jude.serrano@wyo.gov.

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