



Wyoming Department of Education

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MEMORANDUM NO. 2012-158

TO: Building Principals

FROM: Jessica Steinbrenner
Assessment Operations/ ACT Program Manager

DATE: November 5, 2012

SUBJECT: Ordering Test Materials

IMPORTANT INFORMATION

The Assessment Team at the Wyoming Department of Education is requesting your assistance in updating our contact information for ordering test materials. This information will support our communication between testing vendors, schools, and districts.

We are asking you to identify the person(s) in your building who is responsible for ordering test materials for PAWS, SAWS, PAWS-ALT, and SAWS-ALT. This person(s) will be provided access to the ETS Test Ordering Management System (TOMS) so they can order your building's test materials. The following is a link to a Zoomerang survey to collect contact information:

<http://www.surveymonkey.com/s/X7G32JW>

Please contact Jessica Steinbrenner at 307-777-8568 or jessica.steinbrenner@wyo.gov for questions. Thank you.

BW:js