



# Wyoming Department of Education

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## MEMORANDUM NO. 2013-115

**TO:** School District Superintendents

**FROM:** Sean McInerney, Accountability Supervisor

**DATE:** September 17, 2013

**SUBJECT:** 2013 District and School Preliminary AYP Determinations

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### INFORMATION TO SHARE – TIME SENSITIVE MATERIAL

Preliminary Adequate Yearly Progress (AYP) determinations for 2013 have now been made. The determinations and reports are posted on the Wyoming Education Fusion portal at <http://fusion.edu.wyoming.gov>.

To view these reports you MUST login to Fusion. If you do not know your username and/or password, there is a Password Help link located in the upper center of the screen. If you do not have an account, you can choose Request Login and complete the required information. Reports are best seen in Internet Explorer, version 8 and newer or the Firefox web browser.

Please note: The WDE website will not be available 5 p.m. September 20 through the evening of the September 22 as the agency's servers are migrating to the Wyoming Department of Enterprise Technology Services. Due to the maintenance window on our website, the review period has been extended from 15 to 18 days.

Once logged in to Fusion, choose the blue Data Reporting square. On the left hand side under Data Reporting Links choose the Assessment Confidential link. This will then provide a list of confidential reports available to view. Choose the report link you would like to view. Reports available include: Decision Summary, Participation Rates, Academic Achievement Indicators, Additional Indicators, Safe Harbor, and 3-Year Comparisons. District Fusion Administrators will need to assign their principals the *Principal – District Level*

*Assessment Reports* role if they would like them to be able to view District Level AYP reports.

Please review these determinations for your district and schools in your district. If, after your review, you believe an error has been made in the preliminary 2013 AYP determination, complete the Request for Review form.

District Request for Review form can be found at:  
<http://edu.wyoming.gov/datacollections/wde637.xlsx>.

School Request for Review form can be found at:  
<https://edu.wyoming.gov/datacollections/wde639.xlsx>.

Request for Review forms must be submitted to the Wyoming Department of Education (WDE) no later than 5:00 p.m. on October 4, 2013. Preliminary 2013 AYP determinations for your district and schools in your district will be considered accurate and final if no Request for Review Form is received by 5:00 p.m. on October 4, 2013.

If you have questions related to the 2013 AYP determinations, please contact Sean McInerney at [sean.mcinerney@wyo.gov](mailto:sean.mcinerney@wyo.gov) or (307) 777-8752.

If you experience any difficulties logging in to Fusion, please contact your district's Fusion Administrator.