



**WYOMING**  
DEPARTMENT OF EDUCATION

*Creating Opportunities  
for Students to Keep  
Wyoming Strong*

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## MEMORANDUM NO. 2015-082

**TO:** School District Superintendents  
District Assessment Coordinators  
Building Test Coordinators  
School Principals  
Computer/Technology Coordinators

**FROM:** Susan Williams, Data Collection and Reporting Supervisor  
Information Management Division

**DATE:** August 3, 2015

**SUBJECT:** 2014-15 EXPLORE, PLAN, and ACT Confidential Reports

## CONFIDENTIAL HIGH SCHOOL ASSESSMENT RESULTS RELEASED

The Wyoming Department of Education (WDE) will confidentially release results from the 2015 high school assessments (EXPLORE, PLAN, and ACT) to school districts Monday, August 3. Districts will be given until Friday, August 14 to review the reports. District Superintendents will be asked to verify online that they have received and reviewed the data at <https://portals.edu.wyoming.gov/Confirm/View/2015ACT>.

All results will be embargoed until the aggregated statewide results are released publicly on August 17.

Districts are asked to review their assessment results for accuracy. Examples of things that can be fixed include WISER ID errors, and tested students who are missing from the file. We cannot change any demographics or program fields like Free and Reduced Lunch. These data were reviewed and approved after the spring WDE684. It is important that data are accurate because they will be used to calculate school, district, and statewide aggregate assessment proficiency percentages, as well as state and federal accountability results.

Data will be provided through the WDE's secure Wyoming Education Fusion portal. To access the confidential student level assessment reports, log into Fusion at <http://fusion.edu.wyoming.gov> and click on the "Data Reporting" link at the top-left of the home page. On the left side of the next screen, select "Assessment Confidential".

Individuals with the following Fusion roles will be able to access the reports: Superintendent, Principal, Assistant Principal, Assessment Coordinator, Special Ed Coordinator, Curriculum Coordinator, or Assessment Confidential. If you do not have rights to see the report, or if you have forgotten your Fusion username, please contact your district Fusion administrator. If you are unsure who your district Fusion administrator is, click on the “Find Fusion Administrator” at the top of the Fusion homepage. If you are unsure of your password, click on the link called “Password Help”. If you’d like to change your password, please follow the tutorial at the following link: <https://goo.gl/HrVolV>.

*For questions regarding the high school assessment program, please contact Jessica Steinbrenner, Supervisor of Assessment, at (307)777-8568 or [jessica.steinbrenner@wyo.gov](mailto:jessica.steinbrenner@wyo.gov).*

*For general questions regarding the state’s assessment program, please contact Deb Lindsey, Administrator of Assessment, at (307)777-8753 or [deb.lindsey@wyo.gov](mailto:deb.lindsey@wyo.gov).*

*For questions regarding Fusion user rights, please contact Susan Williams, Data Collection and Reporting Supervisor, at (307)777-6252 or [susan.williams@wyo.gov](mailto:susan.williams@wyo.gov).*

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