

CREATING
OPPORTUNITIES
FOR STUDENTS TO
KEEP WYOMING
STRONG

MEMORANDUM NO. 2018-097



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Superintendent of Public Instruction

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Chief Policy Officer

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Chief Operations Officer

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

FROM: Dianne Bailey, Chief Operations Officer

DATE: September 10, 2018

SUBJECT: 2017-18 WY-TOPP and WY-ALT Grade 3-10 Student-Level Confidential Reports Now Available



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TIME SENSITIVE: TWO WEEK REVIEW WINDOW OF WY-TOPP AND WY-ALT DATA

The Wyoming Department of Education (WDE) will release confidential results from the 2018 grades three through 10 summative assessment (WY-TOPP and WY-ALT) to school districts on Monday, September 10. Districts will be given until Friday, September 21 to review the confidential reports. District superintendents will be asked to [verify online](#) that they have received and reviewed the data.

When the confidential review window closes, assessment data will be aggregated and confidential aggregated results will be released by noon Tuesday, September 25. All results will be embargoed until the aggregated statewide results are released publicly at 11 a.m. Wednesday, September 26.

Districts are asked to review their assessment results for accuracy so that any inaccuracies can be corrected, such as WISER ID errors or tested students who are missing from the file. Demographics or program fields like free and reduced lunch

cannot be changed, as this data was 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](#) and click on the Data Reporting link at the top of the home page. On the left side of the next screen, select Assessment Confidential. Persons 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.

To obtain rights to see the report, or to retrieve a forgotten Fusion username, users should contact their district Fusion administrator. To find a district Fusion administrator, click on Find Fusion Administrator at the top of the Fusion homepage. Forgotten passwords can be obtained by clicking on the link called "Password Help". To change a password, follow this [tutorial](#).

For questions regarding assessment data corrections or general assessment questions, contact Jessica Steinbrenner at jessica.steinbrenner@wyo.gov or 307-777-8568.

For help with Fusion login credentials, contact Susan Williams at susan.williams@wyo.gov or 307-777-6252.

For questions regarding WISER ID's, contact Vince Meyer at vince.meyer@wyo.gov or 307-777-6232.