

CREATING
OPPORTUNITIES
FOR STUDENTS TO
KEEP WYOMING
STRONG



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MEMORANDUM NO. 2019-078

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

FROM: Trent Carroll, Chief of Operations

DATE: July 29, 2019

SUBJECT: 2018-19 Student Level Assessment Review Windows

TIME SENSITIVE: NOTICE OF ASSESSMENT REVIEW WINDOWS

The Wyoming Department of Education (WDE) will confidentially release 2019 assessment results to school districts on Monday, July 29 for grades 3 through 10 WY-TOPP, grade 11 ACT, and grades K-12 ACCESS English Learner assessments. Districts have until Friday, August 9 to confidentially review the reports. District Superintendents are asked to verify [online](#) that they have received and reviewed the data. Standard setting for the alternate assessment has delayed the review window for grades 3 through 10 student level WY-ALT data until August 14-20. District Superintendents will be provided a separate electronic signature form at a later date.

When the confidential review window closes, assessment data will be aggregated and is scheduled for public release on Wednesday, August 28. Districts will be provided confidential and embargoed versions of the reports at least 24 hours prior to the public release.

District personnel are asked to review their assessment results for accuracy so that any inaccuracies can be corrected, such as WISER ID errors and 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 it is used to

calculate school, district, and statewide aggregate assessment proficiency percentages, as well as state and federal accountability results.

Data is provided through the WDE's secure [District Data Reports](#) portal. To access the confidential student level assessment reports, go to the [WDE Data and Reporting](#) page and expand the Data Reports header on the left side of the page. Click on the District Data Reports link. The confidential portal will default to the Assessment Confidential page. Persons with the following WyEd roles will be able to access the reports: Superintendent, Principal, Assistant Principal, Assessment Coordinator, Special Ed Coordinator, Curriculum Coordinator, Accountability Coordinator, or Assessment Confidential.

If you do not have rights to see the report, or have forgotten your WyEd username, contact your district WyEd Administrator. If you are unsure who your district WyEd administrator is, click on Find WyEd Admin link in WyEdPRO under the support header. To reset your password, click Forgot Password underneath the [Find WyEd Admin](#) link.

Important Assessment and Accountability Dates

July 29-August 9: WY-TOPP, ACT, and ACCESS Student Level Data Review Window

August 14-20: WY-ALT Student Level Data Review Window

August 28: Public Release of Assessment Data

August 28-September 10: Confidential School Performance Report Review Window

September 16: Public Release of School Performance Reports

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

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