

CREATING  
OPPORTUNITIES  
FOR STUDENTS TO  
KEEP WYOMING  
STRONG



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## MEMORANDUM NO. 2019-082

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

**FROM:** Trent Carroll, Chief of Operations

**DATE:** August 12, 2019

**SUBJECT:** 2018-19 Student Level WY-ALT Assessment Review  
Windows

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## TIME SENSITIVE: NOTICE OF WY-ALT ASSESSMENT REVIEW WINDOW

The Wyoming Department of Education (WDE) will confidentially release results from the 2019 grades 3 through 10 WY-ALT assessment to school districts on Wednesday, August 14. Districts will be given until Tuesday, August 20 to confidentially review the report. 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 is scheduled for public release Wednesday, August 28. Districts will be provided confidential and embargoed versions of the reports at least 24 hours prior to the public release.

Districts 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 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 District Data Reports

portal. To access the confidential student level assessment reports, go to the WDE website [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. The WY-ALT data has been added to the ACT and WY-TOPP student level reports. 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 the Find WyAdmin Admin link in WyEdPRO under the support header. If you would like to reset your password, click on the Forgot Password underneath the [Find WyEd Admin](#) link.

### **Important Assessment and Accountability Dates**

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

**August 26:** District Superintendent's Deadline for Certifying Assessment Data

*Superintendents must use WyEd login credentials to access links below*

<https://portals.edu.wyoming.gov/Confirm/View/2019WYTOPPandACT>

<https://portals.edu.wyoming.gov/Confirm/View/2019WYALT>

**August 27:** Districts will have access to Confidential Embargoed Aggregated Assessment Data at Least 24 Hours Prior to Public Release

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

**September 16:** Public Release of School Performance Reports

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*For questions regarding assessment data corrections or general assessment questions, contact Jessica Steinbrenner at 307-777-8568 or [jessica.steinbrenner@wyo.gov](mailto:jessica.steinbrenner@wyo.gov).*

*For help with WyEd login credentials, contact Susan Williams at 307-777-6252 or [susan.williams@wyo.gov](mailto:susan.williams@wyo.gov).*