



# Wyoming State Assessment System Exemption from Participation Request

All students are expected to participate in the Wyoming Assessment System. Every effort must be made to inform parents, guardians, and students of the testing calendar and to stress the importance of participation.

On behalf of a student, school administrators may apply for exemption from participation from the WY-TOPP, WY-ALT, or ACCESS assessments.

**Exemptions must be submitted to the Wyoming Department of Education via the SAER system by:**

**January 31, 2023 for grades K-12 ACCESS for ELLs**

**March 14, 2023 for grades 3-10 WY-ALT**

**April 25, 2023 for grades 3-10 WY-TOPP**

An exemption is only valid after obtaining approval by the Wyoming Department of Education. The request may ONLY be submitted via the SAER system found on the Wyoming Department of Education website.

*Current documentation (e.g., Student Information System (SIS) screen shots that show a student's expulsion, out-of-state placement, or EL status) must be included with each request. Requests for exemption that do not include the required documentation will not be processed. The student's WISER ID must accompany the exemption documentation (on the same page). Do not digitally enhance documentation. Please do not include student medical records with the exemption request.*

## **Exemption Categories**

*An exemption request must meet the criteria in one of the three categories listed below. Current documentation must be submitted with each request.*

**Expelled Students:** A student must be expelled for the duration of the test administration window in order to meet criteria for this exemption category. Official documentation (e.g., SIS screen shot) of dates of expulsion must be provided along with the request. Students who are suspended from school pending expulsion are also eligible for exemption.

**English Learners (ELs):** Students who are English Learners (ELs) can be exempt from the ELA and Writing portions of the WY-TOPP and WY-ALT only if:

- they have been enrolled in U.S. schools for less than one calendar year (cumulatively) from the start of the test window, **and**,
- they participate in the Wyoming assessment of English Language Proficiency, ACCESS for ELLs®, which is administered January 17- February 24, 2023.

Official documentation of EL status and enrollment in U.S. schools must be provided. Typically, the best documentation is a screen shot from your Student Information System (SIS).

**Students who are in an out-of-state placement:** A student must be in an out-of-state placement for the duration of the test administration window in order to qualify for this exemption. Official documentation of dates and placement must be provided (e.g. SIS screen shot or other official communication regarding dates/locations of placement).

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Any student who meets the requirements noted above and has a WDE-approved exemption request will not be counted as an enrolled student for any accountability decisions.

It is the district's responsibility to submit exemption requests on a timely basis.