



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:

March 1, 2024 for grades K-12 ACCESS for ELLs

April 12, 2024 for grades 3-10 WY-ALT

May 10, 2024 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

Current documentation must be submitted with each request.

Domain Exemption for ACCESS for ELLs: Schools may request a domain (Reading, Speaking, Listening and/or Writing) exemption from the ACCESS for ELLs or ALT-ACCESS assessments for English Learner students with an Individualized Education Plan (IEP) if the student has a disability which affects participation.

English Learners (ELs): Schools may request an EL exemption, from the ELA portion of WY-TOPP or WY-ALT, for students who:

- have been enrolled in U.S. schools for less than one calendar year (cumulatively) from the start of the test window, **and**,
- participate in the Wyoming assessment of English Language Proficiency, ACCESS for ELLs, which is administered January 23-March 1, 2024."
 - If a student enrolls after the ACCESS for ELLs administration window, then proof of active EL status must be submitted.

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). An EL exemption can only be granted once per student.

Expelled Students: Schools may request an expelled student exemption for students who are expelled on and after the mid-window accountability date 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.

Students who are in an out-of-state placement: Schools may request an out-of-state placement exemption for students who are placed out-of-state on and after the mid-window accountability date. Official documentation of dates and placement must be provided (e.g. SIS screen shot or other official communication regarding dates/locations of placement). 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.

Out-of-State Student: Schools may request an out-of-state exemption for students who are out-of-state with a guardian in active military service. A student must be out-of-state on and after the mid-window accountability date in order to meet criteria for this exemption category. Official documentation of district virtual education program acceptance and dates of out-of-state living arrangement must be provided.

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