

## **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.

The system includes:

- Proficiency Assessments for Wyoming Students (PAWS) in grades 3-8 and Wyoming Alternate Assessment (Wy-ALT) in grades 3-11
- ACT Aspire™ in grades 9 and 10
- ACT Plus Writing®, grade 11
- Wyoming English language proficiency assessment, ACCESS for ELLs®; (all grades)

On behalf of a student, school administrators may apply for exemption from participation from the Wyoming Assessment System. An exemption request must meet the criteria in one of the three categories listed below, and current documentation must be submitted with each request.

**Exemptions must be submitted to the Wyoming Department of Education via the Wyoming Transcript Center by:**

**March 17, 2017 for Grades 3-8 PAWS and Wy-ALT**

**April 19, 2017 for Grades 9-11 ACT Suite, ACT Aspire, and Wy-ALT**

An exemption is only valid after obtaining written approval by the Wyoming Department of Education. The request may ONLY be submitted via the Wyoming Transcript Center.

*Current documentation (e.g. Student Information System screen shots that show a student's expulsion or out of state placement or EL status) must be included to review and process the request. Requests for exemption that do not include the required documentation will not be processed. Please do not include student medical records with the exemption request.*

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## EXEMPTION CATEGORIES

**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 Language Learners (ELLs) Students:** Students who are English Language Learners (ELLs) can be exempt from the reading portion of the PAWS, and the Reading, English Language Arts, and Writing portions of the ACT assessments only if:

- they have been enrolled in U.S. schools for less than one year as of March 6, 2017, **and,**
- they participate in the Wyoming assessment of English language proficiency, ACCESS for ELLS®, which is administered January 24-February 28, 2017.

Official documentation of ELL 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 in the district and school reports or for any accountability decisions.

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

## EXEMPTION REQUEST

**This request must be completed in its entirety and submitted via the Wyoming Transcript Center with the required documentation by the dates related to the test.**

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### DO NOT USE ABBREVIATIONS-PLEASE TYPE OR PRINT

Date: \_\_\_\_\_ District Name: \_\_\_\_\_  
School Name: \_\_\_\_\_ School ID Number: \_\_\_\_\_  
Submitted By: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Phone Number: (307) \_\_\_\_\_ Fax Number: (307) \_\_\_\_\_

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### STUDENT INFORMATION

Student Name: \_\_\_\_\_ Student Grade Level: \_\_\_\_\_  
Student WISER ID: \_\_\_\_\_ Student Date of Birth: \_\_\_\_\_  
Has student been approved for exemption prior to 2016? \_\_\_\_\_ When? \_\_\_\_\_

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### TYPE OF EXEMPTION

Please indicate the type of exemption that is requested and provide appropriate, current, official documentation. Documentation must be attached. Failure to submit documentation may result in a denial of the exemption request. The WDE may require additional documentation. Disposition of your request will be sent to you by mail or e-mail in a timely manner.

\_\_\_ **Expelled Student**

Official Documentation Attached Expulsion (and/or associated suspension) dates: **From** \_\_\_\_\_ **To** \_\_\_\_\_

\_\_\_ **ELL Student:** As of March 6, 2017, the student has been enrolled in U.S. schools for less than one year and qualifies as an ELL student.

Official Documentation Attached

\_\_\_ **Student Placed out of State**

Official Documentation Attached

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### FOR WDE USE ONLY

Reviewed by: \_\_\_\_\_ Title: \_\_\_\_\_  
Date of District Notification: \_\_\_\_\_ Disposition: Approved \_\_\_\_\_ Denied: \_\_\_\_\_