

Dear Pre-K Project Directors:

Another Pre-K school year will soon be coming to an end. Thank you for the time/effort you have committed this year to Work Sampling Online (WSO). We need your help to ensure that your teachers complete the following year-end tasks before they leave for the summer:

- (1) Teachers should NOT archive their entire class at year end. They should archive only students who are no longer physically in attendance. All other students should be left as “active.”
- (2) Each child on their WSO roster should have a ‘finalized’ Period 2 Checklist **by June 1st**. Run the Pending Checklist Report for your program and follow up with any teachers who appear on the report.
- (3) Teachers should print a copy of each child’s finalized Period 2 Checklist and file it along with the signed copies of their Narrative Summary Report. You must maintain Pre-K documentation on site for three years.

We appreciate your help in ensuring these tasks are completed in a timely manner. This will enable you to pull any desired year-end WSO reports between **June 1st and June 30th**. Note that **all WSO logins will be disabled beginning July 1st** so that Pearson can remove all 2015-16 data and begin preparing the system for the 2016-2017 school year. **Logins will be reinstated during the first week of September** so that you can add/remove logins for each site within your program. We will email you before September to let you know the exact date the system will be available for 2016-2017 data entry, and to provide some annual start-up reminders. Delaying the access to WSO from August to September allows you time to ensure all students are entered into PANDA so that you can provide your teachers with the required PANDA Student Ids in a timely manner.

If you have any questions, contact us using the WSO Support Request screen available on the BFTS website (http://dec.al.ga.gov/PreK/WSO_Logging.aspx).

Thank you,
Pre-K Assessment Team