

Dear WSO Pre-K Teacher:

With the end of the school year quickly approaching, we need your help to ensure that the following WSO year-end tasks are completed before you leave for the summer:

- Please do NOT archive your entire class at the end of the school year. Archive only students who are no longer physically in attendance. Leave all other students as “active.”
- Each child on your WSO roster should have a ‘finalized’ Period 2 Checklist **by June 1st**. If you have not yet created your Period 2 Checklists, create them as soon as possible.
- Print a copy of each child’s finalized Period 2 Checklist and file it along with the signed copies of their Narrative Summary Report. Pre-K documentation must be maintained on site by management for three years.

Your help in completing these tasks in a timely manner will enable your Director to pull the final WSO reports, and it will enable DECAL to successfully transfer the assessment ratings to Kindergarten teachers.

Note that **all WSO logins will be disabled beginning July 5<sup>th</sup>** so Pearson can remove all 2016-2017 data and begin preparing the system for the 2017-2018 school year. **Teacher logins will be reinstated on August 15<sup>th</sup>**. Annual start-up reminders will be sent to you via email prior to August 15<sup>th</sup>.

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](http://dec.al.ga.gov/PreK/WSO_Logging.aspx)).

Have a wonderful and relaxing summer!

Pre-K Assessment Team