

Dear WSO Pre-K Teacher:

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

- Do NOT archive your entire class at year end. 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 their final WSO reports, and it will enable BFTS to successfully transfer the assessment ratings to Kindergarten teachers.

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 2016-17 school year. **Logins will be reinstated during the first week of September**. We will email you before September to let you know the exact date the system will be available for 2016-17 data entry and to provide some annual start-up reminders. Delaying the access to WSO from August to September allows time for Directors to enter all students into PANDA. This enables them to provide you with the required PANDA Student Ids before you begin data entry.

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).

Have a wonderful summer!
Pre-K Assessment Team