

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:

- 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 now.
- Print a copy of each child’s finalized Period 2 Checklist and file it along with the signed copies of their Narrative Summary Report. Assessment 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 on July 1st** so that Pearson can remove all 2018-2019 data and begin preparing the system for the 2019-2020 school year. **Teacher logins will be reinstated on August 12th**. Annual start-up reminders will be sent to you via email prior to that time.

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

Have a wonderful and relaxing summer!
Pre-K Assessment Team