Dear Pre-K Project Director:

Thank you for the time and 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 <u>NOT</u> archive their entire class at the end of the school year. 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 now for Period 2 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. Providers are required to retain assessment information for three years. Refer to section 4.7 in the *Pre-K Providers' Operating Guidelines* for additional information.

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 Outcome Reports between **June 1st and June 30th** <u>before</u> the data is deleted.   Once the data has been deleted, it will not be retrievable.

Note that **all WSO logins will be disabled <mark>on July 1st</mark>** so that Pearson can remove all 2018-2019 classes/students and begin preparing the system for the 2019-2020 school year. **Administrator logins will be <mark>reinstated on August 1st</mark>.** At that time, you may begin removing teacher logins for any teachers who will not be returning to your program. **Teacher logins will be <mark>reinstated August 12th</mark>.** Annual start-up reminders will be sent to you and your teachers via email in August.

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

Thank you,
Pre-K Assessment Team