

September 16, 2009

To: Superintendents, HR Directors  
From: Connie J. Pollard, Ex Director, PTSB

RE: District Codes and Contacts

August 2008 PTSB initiated a system for districts to log onto the PTSB web site – via a unique **District Code** – to obtain credential information on teachers. **Each district is assigned ONE code** – the *district may opt to provide this code to persons in their district who need access to this information*. Passwords are created by each user and, consequently, are unique to each user. *This district code is updated annually for security purposes*. This year all **district codes will be updated and changed in October 15<sup>th</sup>**.

**Districts will receive their new codes on October 15<sup>th</sup> via email. Districts should distribute this new code to district personnel who need access to this information – and make certain those who have the previous code are provided with the new code.**

District access to teacher credential information was created in tandem with the development of a **district contact system – via email** – from PTSB. PTSB contacted each district personally to obtain the name(s) of central office personnel who would be the district contact person where PTSB could send info on updated policy, memos, etc.; **district contact(s) are sent the district code**. The district contact person is responsible for distributing PTSB notices to the appropriate district personnel. Please **notify PTSB, Tennie Hughes, [thughe@wyo.gov](mailto:thughe@wyo.gov), to update district contact information, or if the contact person(s) have changed.**

**PTSB limits the number of district contacts to no more than 4 per district.**

Remember: The district contact(s) is responsible for distributing emails from PTSB to the appropriate district staff AND providing the district code to district personnel as needed. In general, all email information sent to district can be found on the PTSB website, under Director's Memos,

<http://ptsb.state.wy.us/PressRoom/NotesFromtheDirector/tabid/110/Default.aspx> .

PLEASE – if you have agreed to be a district contact person – let others in your office know that you are a PTSB district contact and distribute updated PTSB information as needed.

Thank you for your assistance.