

January 14, 2010

TO: Superintendents, HR Directors, Principals, and Certified Staff
FROM: Connie J. Pollard

URGENT REQUEST

PTSB just learned that WDE will be collecting PRAXIS II information on the WDE 652 report. It is also our understanding that districts have been requested to survey their teachers and gather as much of this information on the PRAXIS II as possible. If a teacher is not able to locate information on their PRAXIS scores we believe that they will be contacting our office. The Education Testing Services (ETS) may also be able to help.

Please understand that these requests will inundate our office; PTSB will need to look into individual hard files to pull the data that is being requested. In an attempt to make this more efficient PTSB is requesting your help in implementing the following procedures if PTSB needs to be contacted for PRAXIS II information.

1. Ask that the individual teachers to provide the requested information to your district before requesting this information from PTSB.
2. For teachers who cannot locate this information – do NOT have them call PTSB individually – follow these steps:
 - a. The district will create a master list, as shown below, on all teachers.
 - b. The master list needs to be formatted as shown and include:

Full Name	SSN	PRAXIS content	Score	Date	Location	P/F

- c. Submit the master list of names to PTSB via ecopy.
 - d. The missing PRAXIS data will be entered by PTSB.
3. PTSB will return the master list to each district via ecopy.
4. PTSB will refer individual teachers who request their PRAXIS information to talk with their district office.

PTSB is working on updating its data base so that WDE can pull this information from our data base in the future.

Thank you so much for your help in meeting this request!