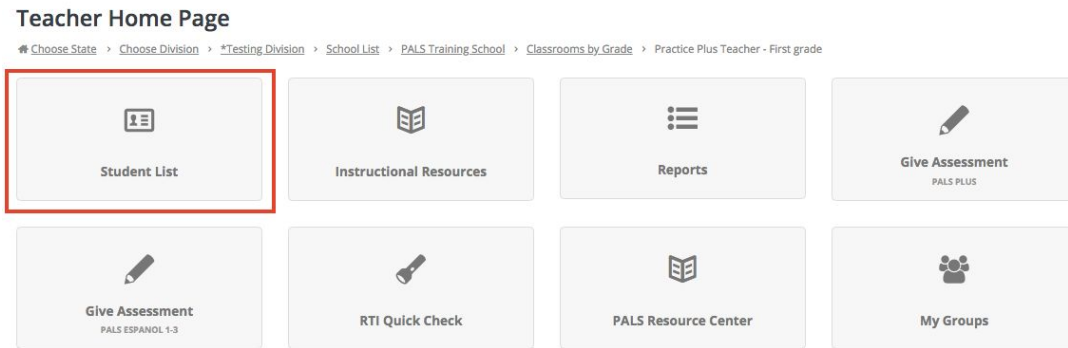


How to Validate a Student in the PALS Online System

Before you can begin assessing students, you must validate all student information.

Step 1: Log into your PALS Online account at palsk8.com, and go to the Teacher Homepage. Select Student List.



Step 2: Review the Student List to see who needs to be validated by checking the far right Validate column.



This icon indicates that the student's information needs to be validated.



This icon indicates that the student's information is validated.

Step 3: Click on the student's name in blue if they need to be validated, and review the information in the Student Information box that appears.

SELECT	STUDENT	GENDER	DOB	FLAGS	PALS-K	PALS ESPAÑOL K	VALIDATE
<input type="checkbox"/>	Gstudent Kdemo ID: 09098	F	02/06/2013				<input type="button" value="Validate"/>
<input type="checkbox"/>	Hstudent Kdemo ID: 40404	M	02/02/2012				<input type="checkbox"/>

Step 4: Make sure all of the student's information is correct. When you have made any necessary changes, check the box under Validate Student Information, and then click Submit and Close.

The form is titled 'Student Information' and contains the following fields and options:

- Student Name:** First Name (Gstudent), Middle Name, Last Name (Kdemo).
- Birth Date:** 02/06/2013.
- Gender:** Female (selected), Male.
- Is This Student Hispanic or Latino/a:** No (selected), Yes, Unspecified.
- Race (Choose one or more):** American Indian / Alaska Native, Asian, Black or African American, White, Native Hawaiian / Other Pacific Islander, Unspecified (checked).
- Disability:** None (selected).
- Services:** None (checked), PALS Intervention, Title 1 (Reading), English as Second Language, Tutor (one-on-one), Other.
- Validate Student Info:** Yes, I verify that all student information is correct (checked).
- Buttons:** Submit and Close (highlighted with a red box), Close.

** The Student Information box is where you can indicate any services or disabilities. All fields except Middle Name must be complete, even if the designation is "None" or "Unspecified."