

Late Score Entry Policy and Procedures

for PALS Online System

Once the published score entry deadline has passed for a particular assessment window, it is not possible for customers to enter scores for that window through their online accounts. Our office is able to enter late scores for the current school year at our office, and we offer this service for a fee.

The procedures below must be followed to ensure student data privacy and efficient completion of late score entry:

1. Late scores that need to be entered or changed must be clearly documented on paper with the following information:
 - District/Program name and State
 - School name
 - Teacher name
 - Student name(s)
 - Complete PALS scores with totals calculated on a **Class Summary Sheet** (downloadable from the Materials page in your PALS Online account, if needed)
 - Date / assessment window for which scores are to be entered
 - Contact person name, phone and email in case of questions
2. Please retain a copy of the late scores for your records.
3. Late scores can only be entered for students who already appear as validated records on the teacher's *Student List* in the PALS Online System. Check to be sure that the student records already exist and accurately match the names sent to our office.
4. Payment (check or purchase order) of \$50 per teacher/classroom must accompany the late score entry request. "Classroom" here is defined as no more than 25 students.
5. Please submit late scores via Fed Ex or UPS to ensure confidentiality of student information to:

IO Education
ATTN: PALS Marketplace
213 7th Street NE
Charlottesville, VA 22902

We will notify you by email when the scores have been entered, and copy the primary contact (PALS district representative) for your district/organization.

Please note:

- Scores may only be entered for the current school year. Scores entered via this process (after score entry deadline) will not appear on the downloadable data files for the window missed, but will appear on student and classroom reports.
- The scores are entered by our staff using the Quick Score option for score entry.
- Late Score Entry is currently only available for our English assessments.