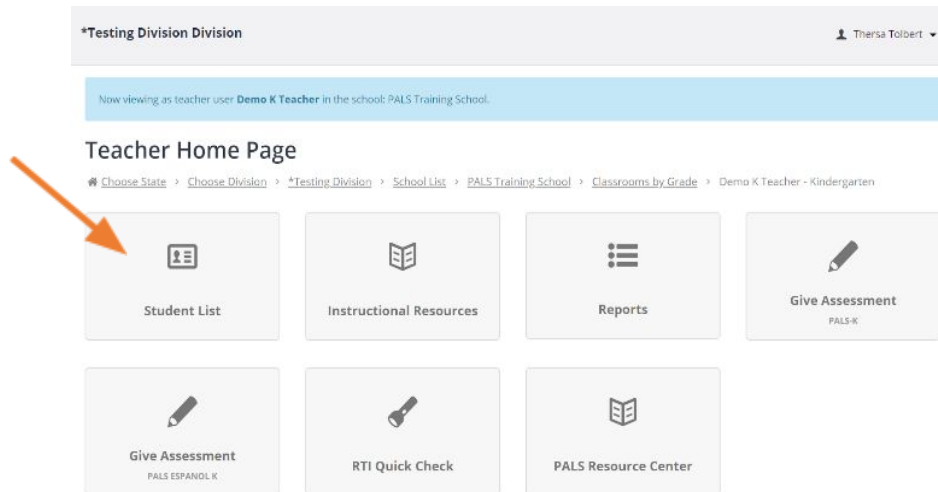


# Steps for updating Disability status in PALS Student Information

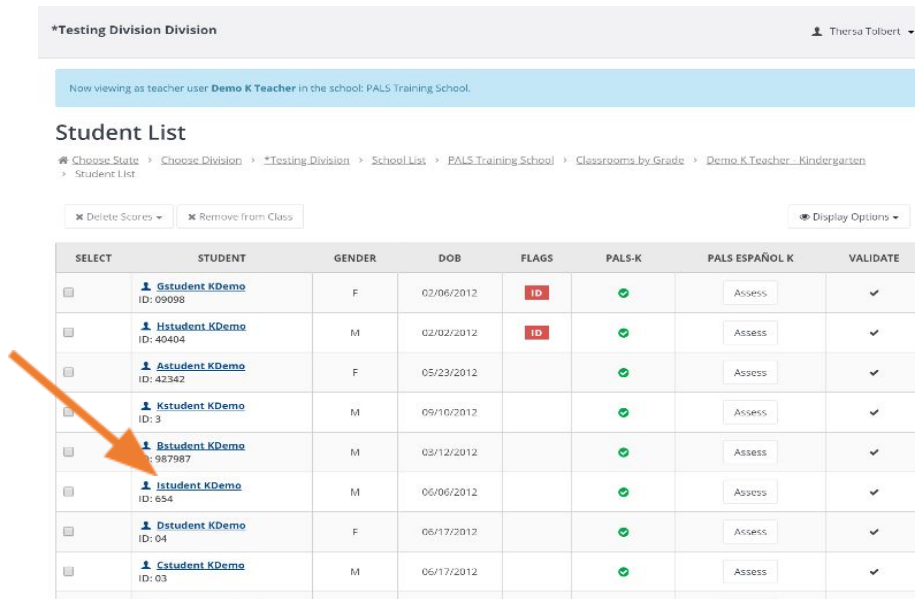
\*See our "PALS and Students with Special Needs" document for an explanation of the differences between standard and nonstandard administration. You can find this on the [PALS Resource Center site](#) or in your PALS Online account in the Materials section for each assessment.

## If scores have not yet been entered for current assessment window:

1. Log into your PALS Online account and navigate to the teacher's view (Teacher Home Page).
2. Select the Student List tile:



3. Select your desired student from the student list. Click directly on the student's name.



4. Update the information in the “Disability” field.

The screenshot shows the 'Student Information' form. The 'Disability' dropdown menu is open, showing 'None' as the selected option. An orange arrow points to the 'None' option. The form includes fields for Student Name (First, Middle, Last), Birth Date, Gender, Services (None, PALS Intervention, Title 1, English as Second Language, Tutor, Other), Race (American Indian / Alaska Native, Asian, Black or African American, White, Native Hawaiian / Other Pacific Islander, Unspecified), and a 'Validate Student Info' checkbox. The 'Submit and Close' button is highlighted in green.

5. If any option other than “None” is selected, you will be asked to select whether the child should receive standard or nonstandard administration, or be exempted from the administration of PALS, according to the child’s IEP requirements.

The screenshot shows the 'Student Information' form. The 'Disability' dropdown menu is open, showing three options: 'Standard Administration' (selected), 'Non-Standard Administration', and 'Exempt from PALS'. An orange box highlights these three options. The form includes fields for Student Name (First, Middle, Last), Birth Date, Gender, Services (None, PALS Intervention, Title 1, English as Second Language, Tutor, Other), Race (American Indian / Alaska Native, Asian, Black or African American, White, Native Hawaiian / Other Pacific Islander, Unspecified), and a 'Validate Student Info' checkbox. The 'Submit and Close' button is highlighted in green.

6. Click “SUBMIT AND CLOSE.”

**If scores have already been entered for current assessment window:**

1. Print out or make screenshots of each score entry page to save your data.
2. Delete the current assessment scores for this student.
3. Once scores for the current assessment window have been deleted, you will be able to change the disability status, using steps (#1-5) above.
4. After correcting the disability status, you can re-enter the scores according to the data you saved.