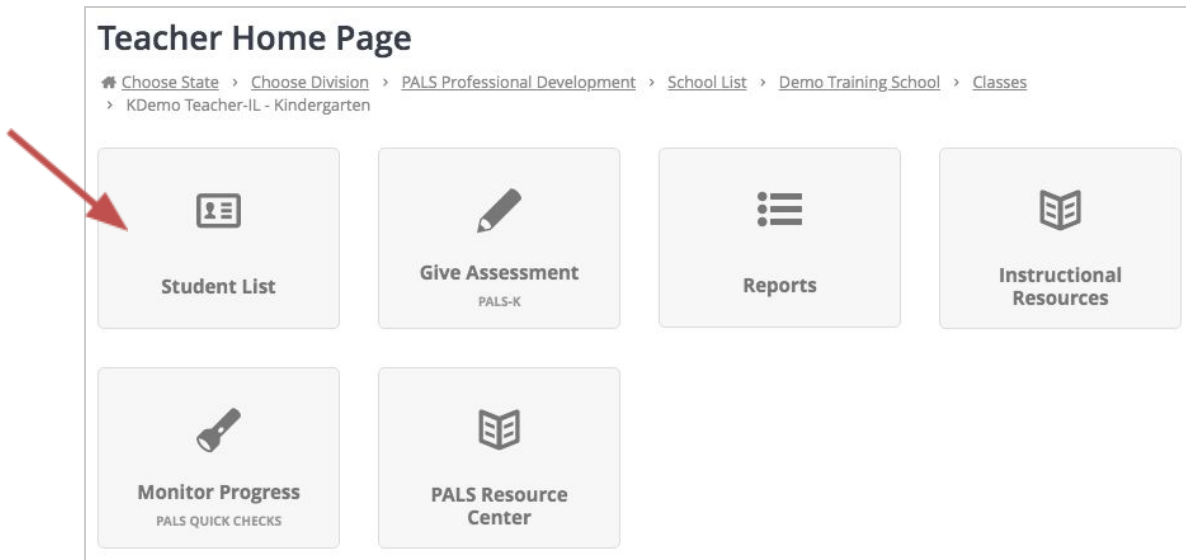


# Updating Disability Status in PALS Student Information

\*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 Home Page.
2. Select the Student List tile:



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

The screenshot shows the 'Student List' page. At the top, it says 'PALS Professional Development Division' and 'Ann Forno'. Below that, it says 'Now viewing as teacher user KDemo Teacher-IL in the school: Demo Training School.' The page title is 'Student List'. There is a breadcrumb trail: 'Choose State > Choose Division > PALS Professional Development > School List > Demo Training School > Classes > KDemo Teacher-IL - Kindergarten > Student List'. There are two buttons: 'Delete Scores' and 'Remove from Class'. Below is a table with columns: 'SELECT', 'STUDENT', 'GENDER', 'DOB', 'FLAGS', 'PALS-K', and 'VALIDATE'. A red arrow points to the first student's name, 'Martha KDemoStudent'.

SELECT	STUDENT	GENDER	DOB	FLAGS	PALS-K	VALIDATE
<input type="checkbox"/>	<a href="#">Martha KDemoStudent</a> ID: 1001001000	F	12/12/2014	ID	Assess	✓
<input type="checkbox"/>	<a href="#">Vick KDemoStudent</a> ID: 13094123	M	05/30/2013		Assess	✓
<input type="checkbox"/>	<a href="#">Megan KDemoStudent</a> ID: 13497988348	F	01/24/2013		Assess	✓
<input type="checkbox"/>	<a href="#">Louis KDemoStudent</a> ID: 1098798734	M	04/22/2013		Assess	✓
<input type="checkbox"/>	<a href="#">Tommy KDemoStudent</a> ID: 298298928	M	10/02/2014		Assess	✓

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

The screenshot shows the 'Student Information' form. The 'Disability' dropdown menu is currently set to 'None'. A red arrow points to this dropdown. Other fields include Student Name (Martha), Birth Date (12/12/2014), Gender (Female), and Services (None selected).

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 with the 'Disability' dropdown menu expanded. The options are: Multiple Disabilities, Standard Administration (selected), Non-Standard Administration, and Exempt from PALS. A red box highlights these three options.

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.