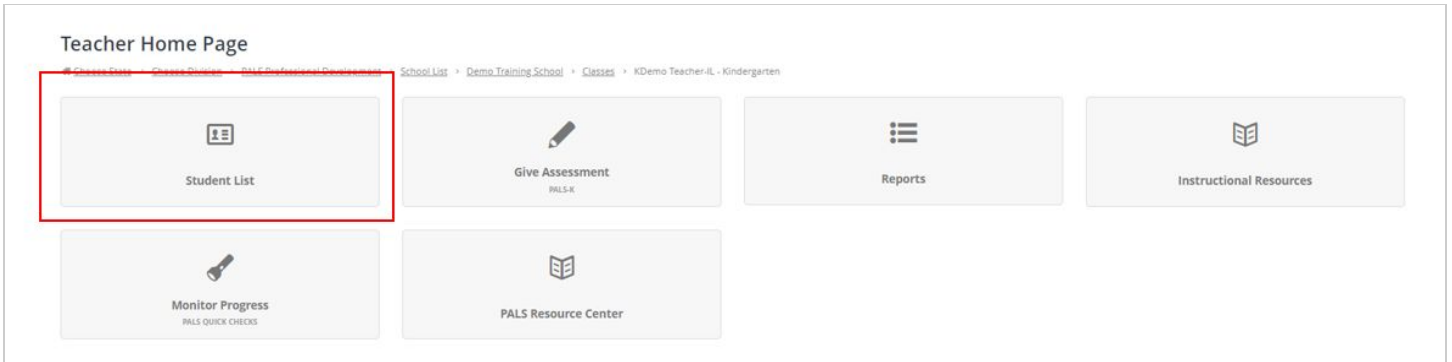


How to Validate a Student in the PALS Online System

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

Step 1: Log into your PALS Online account at www.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 Info*, and then click *Submit and Close*.

The screenshot shows the Student Information form. It includes fields for Student Name (First, Middle, Last), Birth Date, Gender, and a section for "Is This Student Hispanic or Latino/a" with radio buttons for Yes, No, and Unspecified. There is also a "Race (Choose one or more)" section with checkboxes for American Indian / Alaska Native, Asian, Black or African American, White, and Native Hawaiian / Other Pacific Islander. A "Disability" dropdown menu is set to "None". At the bottom, there is a "Validate Student Info" section with a checked checkbox "Yes, I verify that all student information is correct" and a "Submit and Close" button highlighted with a red box.

** 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*.