

PALS Late Score Entry Policy and Procedures for PALS Online System

Once the score entry deadline has passed for an assessment window, it is not possible for customers to enter scores for that window through their PALS Online accounts without first contacting the PALS team. Our office is able to enable the late score entry feature for the current PALS window for a fee of \$50 per classroom. "Classroom" is defined as no more than 25 students, all assigned to the same teacher.

The procedures below are required to ensure efficient completion of late score entry process:

1. Call our office at 805-576-7117 or email us at support@palshelp.com to indicate that you are in need of having the Late Score Entry feature turned on for one or more classes. Please provide the grade level(s) and teacher name(s). We will then send you a Client Order for this service.
2. Once you have received your Client Order, sign the order and email it in its entirety to support@palshelp.com. Alternatively, your Purchase Order can serve as your proof of contract.
3. We accept the following forms of payment:
 - a. You may send a **purchase order** with the Client Order number written or typed on it, emailed to support@palshelp.com. Additional required purchase order information can be found [here](#).
 - b. If you would like to be invoiced, please sign and return the Client Order. Once you receive the invoice, follow the instructions for paying by **check** or **credit card**.
4. 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.

We will notify you by email when the Late Score Entry feature has been activated for each requested teacher, and we will copy the primary contact (PALS district representative) for your district. The feature will be activated for five business days.

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.
- Only complete scores (all screening tasks and/or all diagnostic tasks recommended for this student) can be entered. (Incomplete scores are not saved at the end of the assessment window unless the student is marked as receiving nonstandard administration.)