

ACCESS Non-Participation Help Document

In North Dakota, the ACCESS for ELLs® is used as the annual English language proficiency assessment. NDDPI is required to report the reason for each ELL student who is enrolled, but does not take the annual ELP assessment.

The ACCESS Non-Participation Report is required to be completed for all school districts that have ELL students who were enrolled for at least one day of the ACCESS testing window but did not take an ACCESS test. Schools will see a list of each student who is missing an ACCESS test score.

Logging In – Selecting the Report

The ACCESS Non-Participation Report can be found under the Enrollment Folder on the start page after the STARS login has been entered. After selecting the ACCESS Non-Participation Report, click on the appropriate school year. Since the ACCESS for ELLs® is administered in the spring, the ACCESS Non-Participation Report will be completed each fall for the previous school year.

STARS ACCESS NON-PARTICIPATION REPORT

* STARS
State Automated Reporting System

Welcome Kerri Whipple ([Log Out](#))

Reports

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Fill Out Reports

To fill out or view a report, first select the report from the tree view by clicking on the plus sign to expand the tree and then click on the educational unit for the report. After you click on the educational unit, a box will be displayed on the right side of the page that displays the contact information for the selected report. Select the school year and click "Select" to enter the report.

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Access Non-Participation

Educational Unit: DPI DISTRICT

School Year: 2010-2011

Due Date: Sep 15

Contact Name: Kerri Whipple

Email:

Phone: 701-361-1392

Notes:

Importing Students

To generate a list of ELL students who were enrolled during the testing window but did not participate in ACCESS, the students must be imported. This can be done by selecting a specific grade level or by selecting all grades. Click on **Import** in the navigation menu on the left side of the screen (see first slide). Then **select** the grades and push the **Filter** button. Once the list of students is showing on the screen, select the students that you want to import or select the top **Checkbox** to select all (see second slide).

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Welcome Keri Whipple

Access Non-Participation
Public LEA: DPI DISTRICT
Year: 2010-2011

Exit Report

Access Non-Participation
LEP Non-Participation

LEP Non Participation Report

Tools

Import **1**

Begins With: [Select all grades]

Filter

Functions

Check Out
Validate
Submit

Last Name	First Name	Middle Name	Grade	Gender	Date of Birth	State ID	Start Date	End Date	Non-Participation Reason	Other Reason *Use only if the reason doesn't exist in the dropdown to the left
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Access Non-Participation
LEP Non-Participation

LEP NonParticipation Import

Return to LEP Non-Participation Student List

Tools

Import **1**

Grade: [Select all grades]

First Name:

Last Name:

Filter **2**

Functions

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<input type="checkbox"/>	First Name	Grade	Gender	Date of Birth	Start Date	End Date
<input checked="" type="checkbox"/>	Jeff	2	M	Sep 19, 2001	Aug 26, 2010	May 21, 2011
<input checked="" type="checkbox"/>	Mock Student5	7	F	Oct 13, 1995	Aug 26, 2010	May 27, 2011
<input checked="" type="checkbox"/>	Nelson Lynelle	7	F	Jun 8, 1997	Aug 26, 2010	May 27, 2011

Once the list is showing on the screen, select the students that you want to import or select the top **Checkbox** to select all. Once all the students are selected, push the **Import** button. Then in the navigation menu on the left side of the screen, select **LEP Non-Participation**.

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Grade: [Select all grades] v
First Name:
Filter

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Rollover From Enrollment
Date: Jul 13, 2011
3 students were imported into LEP Non-Participation report

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Checking Out

To generate a list of ELL students who were imported, **select** a specific grade level or select all grades. Push the **Filter** button to show the list of students. Once the list of students is showing on the screen, push the **Check Out** button on the left side of the screen.

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Access Non-Participation
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LEP Non Participation Report

Grade: [Select all grades] **1**

Last Name Begins With:

Filter **2**

Functions

Check Out **3**

Validate

Submit

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	Middle Name	Grade	Gender	Date of Birth	State ID	Start Date	End Date	Non-Participation Reason	Other Reason *Use only if the reason doesn't exist in the dropdown to the left
aaaaaaaaatest	Jeff	2	M	Sep 19, 2001	1706892210	Aug 26, 2010	May 21, 2011		
Mock	Student5	7	F	Oct 13, 1995	1053640090	Aug 26, 2010	May 27, 2011		
Nelson	Lynelle Marie	7	F	Jun 8, 1997	1577817268	Aug 26, 2010	May 27, 2011		

Choosing the Reason Codes

Each student will have a drop down menu behind their name. The reason codes that are available include Absent, Invalid, Declined, Deferred Special Ed/504, Medical and Other. If the code Other is chosen, a reason must be entered in the text box. If text is not entered, you will get a validation error when submitting the report. After each student on the list has a reason code, push the **Check In** button on the left side of the screen.

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LEP Non Participation Report

Grade: [Select all grades] v
Last Name Begins With:
Filter

Name	Grade	Gender	Date of Birth	State ID	Start Date	End Date	Non-Participation Reason	Other Reason *Use only if the reason doesn't exist in the dropdown to the left
aaaaaaatest Jeff	2	M	Sep 19, 2001	1706892210	Aug 26, 2010	May 21, 2011	Other	
Mock Student5	7	F	Oct 13, 1995	1053640090	Aug 26, 2010	May 27, 2011	-- No Reason --	
Nelson Lynelle Marie	7	F	Jun 8, 1997	1577817268	Aug 26, 2010	May 27, 2011	-- No Reason --	

Reason codes:

Absent, Invalid, Declined, Deferred SpecialEd/504, Medical, Other

Validating the Report

When the reason codes are entered, push the Validate button. You may see that a student does not yet have a reason code entered. You may also see that additional text is needed for the Other category. The changes will need to be made in the ACCESS Non-Participation Report. Click on the **ACCESS Non-Participation** link in the navigation menu on the left side of the page to go back and correct the errors. Repeat this step until there are no errors on the report.

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Welcome Kerri Whipple

Access Non-Participation **1**

LEP Non-Participation [Return to LEP Non-Participation Student List](#)

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Report: Access Non-Participation
Date: 7/13/2011 3:29:20 PM

Validate: LEP Non-Participation

View: Errors and Warnings

Validate

Report Section	Sub Section	Item	Data	Description
Reason Codes	Reason Codes	aaaaaaatest, Jeff	Other Reason	Please explain the reason for choosing "other"
Reason Codes	Reason Codes	Mock, Student5	Other Reason	Student is indicated as not participating in LEP however no reason is choosen.
Reason Codes	Reason Codes	Nelson, Lynelle	Other Reason	Student is indicated as not participating in LEP however no reason is choosen.


Submitting the Report

Once the validation screen shows no errors, push the **Submit** button on the left side of the page to Submit your report.

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LEP Non Participation Report

Grade: [Select all grades] ▾
Last Name Begins With:
[Filter](#)

Last Name	First Name	Middle Name	Grade	Gender	Date of Birth	State ID	Start Date	End Date	Non-Participation Reason	Other Reason *Use only if the reason doesn't exist in the dropdown to the left
			2	M	Sep 19, 2001	1706892210	Aug 26, 2010	May 21, 2011	Other	
Mock	Student5		7	F	Oct 13, 1995	1053640090	Aug 26, 2010	May 27, 2011		
Nelson	Lynelle	Marie	7	F	Jun 8, 1997	1577817268	Aug 26, 2010	May 27, 2011		

