

## TELPAS Student List Instructions

The TELPAS Student List contains the student data Pearson has loaded in the eMeasurement system for your district. The information loaded is based on either the October PEIMS submission or a district-supplied file, as was determined by your district.

The information in the TELPAS Student List should be verified against current information in the district so that student data elements in the eMeasurement system can be updated if necessary. A description of each student data element is found on the last page of these instructions in addition to being included with each campus's TELPAS Student List.

The TELPAS Student List will also help you keep track of any withdrawn students or new enrollees.

Districts are responsible for ensuring the accuracy and completeness of the information submitted. The data elements on the TELPAS Student List must be verified under the direction of the campus coordinator and by school personnel only. The information must be included even for enrolled students who are not assessed (who are absent, ARD decision, etc.).

Program information submitted should reflect the student's status at the time of testing. Current information should be provided if the student is new to the district or if the student's program or demographic information has changed since the fall 2008 PEIMS submission. If a demographic or program information field is left blank for any student, data from the October 31, 2008, PEIMS submission will be used to complete the field, if possible. If it is not possible to match a student's record to the appropriate PEIMS record, data from any field left blank will be aggregated and reported as "No information provided" for that data element.

Keep in mind that updates your district makes to the data changes information for the reporting of assessment results but does not change student information contained in the PEIMS file at the Texas Education Agency.

In addition to this set of instructions, be sure to refer to District Coordinator Activities 4 and 9 and Campus Coordinator Activities 8 and 9 in the *2009 District and Campus Coordinator Manual*. Also refer to the *Texas State Assessments Technical User's Guide* at (<http://etesttx.com/techguide>). An updated version of this guide was posted in December.

### VERIFYING AND UPDATING STUDENT RECORDS

After reviewing information on the TELPAS Student List, make any changes to a student's identification, demographic, and program information by accessing the student's Edit Student screen in the eMeasurement system. Refer to Section 4 of the Technical User's Guide for instructions.

PEIMS student IDs and unique IDs must be verified by the time of the test session. Other data elements can be verified and updated at any time during the testing window. Campus coordinators should follow the process established by the district to manage the verification of data.

It is important to ensure the accuracy of the student identification information (PEIMS ID, unique ID, student name, and date of birth) because it is part of the individual's permanent record, which contains performance information used to determine progress and other relevant accountability data. The unique ID found in the eMeasurement system is the same as the PEIMS student ID. When adding new students or when correcting PEIMS ID information for existing students, be sure that these numbers match. These numbers should be verified for accuracy before students

test. It is not possible to correct the information once a student's test session has begun. If an "STU" ID is automatically populated in the ID field because you left it blank, make sure to change the ID to the student's PEIMS ID before the student is placed into a test session.

Test administrators and raters will assist in verifying student data elements only as directed by the campus coordinator.

Note that the data elements that appear on the Edit Student screen are not specific to a particular assessment program. For example, the limited English proficiency (LEP) status indicator that appears on the screen is a data element for TAKS and EOC but not TELPAS. The LEP status of students is not a TELPAS data element because all students who take TELPAS are classified as limited English proficient. You can add new LEP students to take TELPAS, but you cannot use this indicator to change a student's status from LEP to non-LEP during the TELPAS administration. Corrections of this type must be made using the applicable testing mode – online or paper – at the time of the applicable test administration. If a student on the TELPAS Student List is incorrectly identified as LEP and should not take TELPAS, follow the instructions in section 5.2 of the Technical User's Guide to remove the student from the campus's Student Roster.

Although student information is accessible on the Edit Student screen and Student Test Details screen after the close of the TELPAS window, any changes made to TELPAS data elements after the testing window will not be captured.

## Grade Level

Ensure that the grade level of each student is accurate on the TELPAS Student List. Make any corrections on the Edit Student screen. Pay close attention to the grade level when placing students into test sessions in the eMeasurement system. **Students on the same test session roster must all take the same grade cluster test.** The eMeasurement system does not prohibit a student from being placed into a test session that does not match the grade level indicated on the Edit Student screen. There is a separate TELPAS reading test for each of the following grade clusters: 2, 3, 4–5, 6–7, 8–9, and 10–12.

To avoid giving students the wrong grade cluster test, ensure that all students on a given test session roster are in the same grade cluster. For example, students in grade 10 and 11 may appear on the same test session roster because they take the 10–12 grade cluster test. Grade 9 and 10 students must not be grouped on the same test session roster because grade 9 students take the 8–9 grade cluster test.

It is possible to have students from more than one grade cluster take an online test at the same time in the same room, but the setup requires the test administrator to manage more than one electronic test session roster. In addition, there are differences in the test directions that test administrators read aloud to students for certain grade clusters. For more information about managing multiple test sessions, contact Pearson's Texas Online Team.

## ADDING STUDENTS

Prior to testing, you may need to add students to those preloaded in the eMeasurement system (for instance, when a new student enrolls). You will need to determine whether the student you wish to add exists in the eMeasurement system in another school or district and what assessments have already been administered.

Refer to section 4 of the Technical User's Guide and the instructions below to add students.

## Initial Steps

Go to the Student Roster selection screen and select the desired campus and class. Attempt to add the student to the Student Roster by entering the student information manually or by using the Student Search function described in section 4.1.3 of the Technical User's Guide.

- If the electronic student record is **not** found in any Texas district, your district will add the student to the roster and can proceed to place the student into a test session. This will be the case for
  - new enrollees from other countries or states
  - new enrollees from other Texas districts when a student record does not exist in the eMeasurement system (student who moved before testing window and was removed by sending district, student enrolling from private school, etc.)
  - students from your district who are not new but were omitted from the information supplied to Pearson for the preloading of students

See "Extenuating Circumstances" on page 218 of the *2009 District and Campus Coordinator Manual* if such a student enrolls after the beginning of the testing window and questions arise about the time available to complete the holistic assessments.

- If the student record **does** exist in another Texas district, a message will indicate where the student is located. Note these guiding principles and follow the instructions below.

### **School District Responsibilities – Guiding Principles**

When a student withdraws from a Texas district **during** the testing window (March 9–April 10), the **sending district** is responsible for submitting the student's holistic ratings (even if the ratings were not yet assigned when the student moved) and should **not** remove the student from the campus's Student Roster. The **receiving district** is responsible for administering the reading test if this portion of TELPAS was not yet administered when the student moved.

## Students Who Move and Have a Student Record in Another Texas District

Follow these instructions when you attempt to add a new enrollee and the eMeasurement message indicates that the student's record already exists in another Texas district.

### **New students enrolling before March 9 (start of testing window):**

Testing will not have occurred yet. The receiving district coordinator can either contact Pearson or the sending district coordinator to ask for the student to be removed from the sending district's Student Roster (and test session, if applicable) so that the receiving district can add the student. The **receiving district** is responsible for the student's testing (holistic ratings for K–1; reading test and holistic ratings for other grades).

### **New students enrolling on or after March 9:**

- **K–1:** The **receiving district** does not need to add the student. The **sending district** is responsible for completing the student's holistic ratings and submitting the test information the usual way.

- **2–12:** The **receiving district coordinator** will need to call Pearson or the sending district coordinator to determine what assessments have been taken.
  - If all testing is complete, the receiving district will not add the student.
  - If the reading test has been taken but the holistic ratings have not been completed, the receiving district will not add the student. The **sending district** is responsible for the holistic ratings and will submit all information the usual way.
  - If the reading test has **not** been taken, Pearson will provide the **receiving district coordinator** with access to a separate record for the student so that the student can be placed in a reading test session in the new district. The **sending district** is responsible for the holistic ratings and should **not** remove the student from the original campus’s Student Roster. The sending and receiving districts should do the following to complete information for the student on the Student Test Details screen:
 

**Sending district:** Enter the holistic rating information. Select “Other” from the Reading drop-down menu on the Student Test Details page, click “Mark Test Complete,” and enter “Withdrew before reading test administered” as the Termination Reason.

**Receiving district:** Administer the reading test. Select “Extenuating Circumstances” in the drop-down menus for the holistically rated domains and select “No Domains Rated” in the Rater Info A and B fields.

#### **Migrant Students:**

- Handle **migrant students who formally withdraw** the same way as other students who withdraw in accordance with whether they withdraw before or after the testing window begins.
- **For migrant students who do not formally withdraw**, the original district is responsible for the student’s testing. The district will provide the holistic rating information. The student should be designated as absent if the school is unable to give the student the reading test.

#### **Students Who Move from Campus to Campus Within a District**

Follow these instructions if a student moves from one campus to another within your district.

#### **Student enrolling on new campus before March 9 (start of testing window):**

Testing will not yet have occurred. The **new campus** can either contact Pearson or the sending district coordinator to ask for the student to be removed from the original campus’s Student Roster (and test session, if applicable) so that the new campus can add the student. The **new campus** is responsible for the student’s testing (holistic ratings for K–1; reading test and holistic ratings for other grades).

#### **Students enrolling on new campus on or after March 9:**

- **K–1:** The **new campus** does not need to add the student. The **original campus** is responsible for completing the student’s holistic ratings and submitting the test information the usual way.
- **2–12:** The **district coordinator** will need to look at the student’s record to see what assessments have been taken.
  - If all testing is complete, the new campus will not add the student.

- If the reading test has been taken but the holistic ratings have not been completed, the new campus will not add the student. The **original campus** is responsible for the holistic ratings and will submit all information the usual way.
- If the reading test has **not** been taken, the district coordinator will call Pearson to obtain access to a separate record for the student so that the student can be placed in a reading test session on the new campus. The **original campus** is responsible for the holistic ratings and should **not** remove the student from the original campus's Student Roster. The original and new campuses should do the following to complete test information for the student on the Student Test Details screen:

**Original campus:** Enter the holistic rating information. Select "Other" from the Reading drop-down menu on the Student Test Details page, click "Mark Test Complete," and enter "Withdrew before reading test administered" as the Termination Reason.

**New campus:** Administer the reading test. Select "Extenuating Circumstances" in the drop-down menus for the holistically rated domains and select "No Domains Rated" in the Rater Info A and B fields.

## REMOVING VS. MOVING STUDENTS

A student should **not** be removed from a test session if the student's ratings or any other data have already been entered on the Student Test Details screen. A student's data will be lost if the student is removed (deleted) from a test session rather than moved to a different session. Information about removing students can be found in section 5.2 of the Technical User's Guide.

## STUDENTS TESTING IN A JJAEP, DAEP, OR OTHER UNUSUAL SETTING

**For students at a JJAEP or DAEP, follow the steps below.**

1. The individuals coordinating testing for the JJAEP and DAEP will be granted security access to the regular campuses of the students scheduled to test online. For a JJAEP, the individual designated as the JJAEP coordinator should contact Pearson for access. For a DAEP, the district coordinator will assign access to the individual designated as the DAEP coordinator. (Refer to the Technical User's Guide, section 3.0 Security "Assigning a User's Organizational Access" for directions on assigning multi-campus security access.)
2. Once granted access to the students' regular campuses, the DAEP coordinator or JJAEP coordinator will need to ensure that each student appears in the regular campus's Student Roster.
  - a. If a student to be tested is already listed on a separate DAEP or JJAEP Student Roster, the coordinator will need to move the student from the DAEP or JJAEP Student Roster to the regular campus Student Roster.
  - b. If a student to be tested is **not** listed on a separate DAEP or JJAEP Student Roster, the student should already be listed on the regular campus Student Roster, and the coordinator does not need to modify the Student Roster.
  - c. If the student is not on a Student Roster yet, the student should be added manually to the regular campus Student Roster.
3. The DAEP coordinator or JJAEP coordinator should create a test session and add students from the Student Rosters of the regular campuses. The test session is not restricted by campus identification, so the session may include students from different campus rosters. While they will test at the DAEP or JJAEP, the students' results will be automatically reported to their regular campus.

4. Students attending a JJAEP or DAEP should be designated as such in the Agency Use field of the Edit Student screen. The individuals coordinating testing for the JJAEP or DAEP should ensure that this information is indicated.
  - Select “1” in Column B of the Agency Use field of the Edit Student screen to designate a JJAEP student.
  - Select “2” in Column B of the Agency Use field of the Edit Student screen to designate a DAEP student.

Students in a registered alternative education campus (AEC) do not fall under the guidelines above. They should be handled like regular students on regular campuses when setting up online testing because the AEC will be considered their “home” campus.

**For students in other unusual placements such as hospitals, jails, and shelters, follow the steps below.**

1. If the facility is considered a district, the individual coordinating testing will be granted access to the regular campus of the students by contacting Pearson. If the facility is considered a campus within a district, the district coordinator will assign access to the individual coordinating online testing for the facility. (Refer to the Technical User’s Guide, section 3.0 Security “Assigning a User’s Organizational Access” for directions on assigning multi-campus security access.)
2. Once granted access to the students’ regular campuses, the coordinator for the facility will need to ensure that each student appears in the Student Roster of the student’s regular campus.
  - a. If the student to be tested is already listed on a Student Roster for the facility, the coordinator for the facility will need to move the student from that Student Roster to the student’s regular campus Student Roster.
  - b. If a student to be tested is *not* listed on a separate Student Roster for the facility, the student should already be listed on the regular campus Student Roster, and the coordinator does not need to modify the Student Roster.
  - c. If the student is not on a Student Roster yet, the student should be added manually to the regular campus Student Roster.
3. The coordinator for the facility should create a test session and add students from the Student Rosters of the regular campuses. The test session is not restricted by campus identification, so the session may include students from different campus rosters. While they will test at the facility, the students’ results will be automatically reported to their regular campus.

**STUDENTS WITH A TEA-APPROVED PAPER ADMINISTRATION**

Printed scorable documents (scorable booklets for grades 2 and 3; answer documents for other grades) are used for students with TEA-approved paper administrations. All student information, including holistic ratings, must be marked on the printed scorable documents.

If a student with an approved paper administration DOES NOT appear on the TELPAS Student List, you do not need to add the student to the eMeasurement system. If the student DOES appear on the TELPAS Student List but is not yet placed into a test session in the system, you do not need to add the student to a test session.

If the student is already in a test session in the eMeasurement system, select the option for a TEA-approved paper administration from the Reading drop-down menu on the Student Test Details screen. Do not make any selections in the holistic rating drop-down menus. A checkmark will not appear on the TELPAS Student Status page. By selecting “Action Required” from the Records to Show drop-down menu, you will be able to track which students assigned to a test session do not have a green checkmark because they have been approved for a paper administration.

When the option for a TEA-approved paper administration is selected in the Reading drop-down menu, the student's information in the online system will not be used for score reporting.

Remember, even if the student appears in the eMeasurement system, all student information, including holistic ratings, must be marked on the printed scorable documents.

Refer to step 4 on page 6 of this document for instructions about completing the Agency Use field for students attending a JJAEP or DAEP.

For more information about paper administrations, see the instructions in the *TELPAS Coordinator Supplement for Paper Administrations* found at [http://www.tea.state.tx.us/student.assessment/resources/guides/test\\_admin/](http://www.tea.state.tx.us/student.assessment/resources/guides/test_admin/). Information about the approval process for paper administrations is on page 210 of the *2009 District and Campus Coordinator Manual*.

**If you have questions about the contents of these instructions or need additional assistance, contact Pearson's Texas Online Team at 800-252-9186 (Option 3).**

TELPAS Student List  
Description of Student Data Elements

<p>County/District = 777-333 Example 1</p> <p><b>E = Ethnicity-Code</b>  1 = American Indian or Alaskan Native  2 = Asian or Pacific Islander  3 = African American  4 = Hispanic  5 = White, not of Hispanic origin</p> <p><b>ED = Economic-Disadvantage-Code</b>  1 = Eligible for free meals under the national school and child nutrition program  2 = Eligible for reduced-price meals under the national school lunch and child nutrition program  9 = Other economic disadvantage  0 = Not identified as economically disadvantaged</p> <p><b>TIA = Title-I-Part-A-Indicator-Code</b>  6 = Student attends campus with schoolwide program  7 = Student participates in program at targeted assistance school  8 = Student is previous participant in program targeted assistance school (not a current participant)  9 = Student does not attend a Title I, Part A school but receives Title I, Part A services because the student is homeless  0 = Student does not currently participate in and has not previously participated in program at current campus</p> <p><b>MS = Migrant-Indicator-Code</b>  Student has been identified as a migrant student  1 = Yes  0 = No</p> <p><b>*B = Bilingual-Program-Type-Code</b>  2 = Transitional bilingual/early exit  3 = Transitional bilingual/late exit  4 = Dual language immersion/two-way  5 = Dual language immersion/one-way  0 = Student does not participate in a bilingual education program</p> <p><b>*ESL = ESL-Program-Type-Code</b>  2 = English as a second language/content based  3 = English as a second language/pull-out  0 = Student does not participate in an English as a second language (ESL) program</p> <p><b>SE = Special-Ed-Indicator-Code</b>  1 = Student is participating in a special education program  0 = Student is not participating in a special education program</p>	<p>Campus = 102 Example 2</p> <p><b>GT = Gifted-Talented-Indicator-Code</b>  Student is participating in a state-approved gifted and talented program  1 = Yes  0 = No</p> <p><b>AR = At-Risk-Indicator-Code</b>  Student is designated as being at risk of dropping out of school under state-mandated academic criteria  1 = Yes  0 = No</p> <p><b>CT = Career-and-Technical-Ed-Indicator-Code (grades 7-12)</b>  Indicates whether student is enrolled in one or more state-approved career and technical courses  1 = Enrolled in one or more state-approved career and technical courses as an elective  2 = Participant in the district's career and technical coherent sequence of courses program  3 = Participant in district's tech prep courses  0 = No participation in career and technical courses</p> <p><b>Yrs = Years in U.S. Schools (not applicable to kindergarten)</b>  (Parenthetical information appears on "edit student" screen of eMeasurement system)  0 = First enrolled in U.S. schools in the second semester of the 2008-2009 school year (yr 1 enrolled in 2nd sem)  1 = First enrolled in U.S. schools in the first semester of the 2008-2009 school year (yr 1 enrolled in 1st sem)  2 = Has been enrolled in U.S. schools for all or part(s) of 2 school years (yr 2)  3 = Has been enrolled in U.S. schools for all or part(s) of 3 school years (yr 3)  4 = Has been enrolled in U.S. schools for all or part(s) of 4 school years (yr 4)  5 = Has been enrolled in U.S. schools for all or part(s) of 5 or more school years (yr 5 or more)</p> <p><b>PD = Parental-Denial-Code</b>  The parent or guardian has denied placement of the student in any special language program. Note: 'Yes' is equivalent to a value of 'C' in the Parental Permission-Code (PEIMS data element E0896).  1 = Yes  0 = No</p>
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\* In the online system there is an option of 1. Do not select this option.