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 EL student who is enrolled but does not take the annual ELP assessment.

The ACCESS Non-Participation Report is required to be completed for all public school districts that have EL students who were enrolled for at least one day of the ACCESS testing window but did not take an ACCESS test.

Logging In – Selecting the Report

The ACCESS Non-Participation Report can be found in STARS 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.

Importing Students

To generate a list of EL students who were enrolled during the testing window, 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). **Only students who did not participate in the assessment need to be selected.**

Once the students are selected, push the **Import** button. Next, in the navigation menu on the left side of the screen, select **LEP Non-Participation.**

Checking Out

To generate a list of EL 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.

Choosing the Reason Codes

Each student will have a drop-down menu behind their name. The reason codes that are available include Invalidated, 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 non-participation reasons are selected, make sure to push the **Save** button.

*__Invalidated__: This code is used when a test has been determined to be invalid, based on a security breach or other circumstances. This reason counts against the school/district ELP assessment participation rate.

*__Declined:__ This code is used when a parent or student adamantly refuses testing. This reason code counts against the school/district ELP assessment participation rate.

*__Deferred Special Ed/504:__ This code indicates that an IEP or 504 team has determined that the student should defer participation from one or more of the domains of this test. This reason code counts against the school/district ELP assessment participation rate.

*__Medical:__ A medical code is used when a student is unable to participate due to a significant medical condition or emergency, such as an accident or severe illness and the student is not attending school. A medically exempt student does not count against the school/district's ELP assessment participation rate.

*__Other:__ This code is used for all other non-participation reasons and further explanation will be required. Depending on the circumstances, this reason could be counted against the school/district ELP assessment participation rate.

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 any errors. Repeat this step until there are no errors on the report.

Submitting the Report

After each student on the list has a reason code and the validation screen shows no errors, push the **Check In** button on the left side of the screen. Finally, push the **Submit** button on the left side of the page to submit your report.