

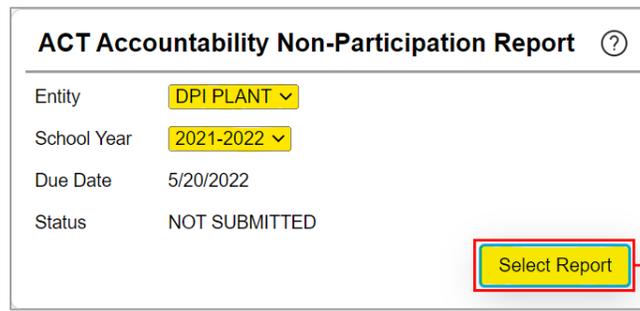
ACT Accountability Non-Participation Reporting Guidance

This guidance provides the steps required to complete the ACT Accountability Non-Participation Report. All districts using the ACT assessment as their high school accountability tool must complete this report.

1. Log into [STARS](#). Once logged in, you should see the “Fill Out Reports” page. You should see a list of all reports.
 - a. Click on the **Other** box.



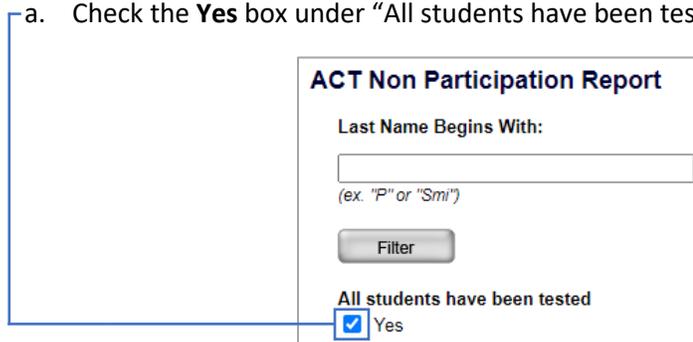
- b. Under the “ACT Accountability Non-Participation Report” box, select the appropriate entity and school year from the dropdowns, and click **Select Report**.



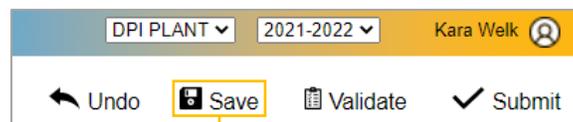
Note: If you do not see the ACT Accountability Non-Participation Report, contact your school administrator to grant you permission to this report. Choose “Manage Users” under “Security” on the left sidebar to grant permissions.

2. **If all of your juniors participated in ACT State Testing,**

- a. Check the **Yes** box under “All students have been tested”.



- b. Click **Save** in the top right corner of the page. Proceed to step 3.



If one or more juniors did NOT participate in ACT State Testing,

- c. Click **Import** under “Tools” on the left side of the page. A list of JUNIORS from your school will be displayed.



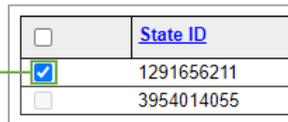
ACT Accountability Non-Participation Report 2021 - 2022

Due Date: 5/20/2022
Status: NOT SUBMITTED

Sections
ACT Non-Participation

Tools
Import

- d. You may use the first name and last name boxes to search or scroll down through the list of student names. If you use the search boxes, click “Filter” when you are through identifying the student(s).
- e. Check the box next to the student’s name to mark only those students who did not participate in the testing.



<input type="checkbox"/>	State ID
<input checked="" type="checkbox"/>	1291656211
<input type="checkbox"/>	3954014055

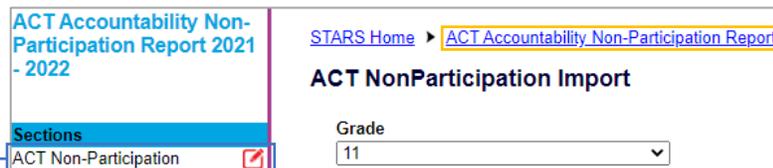
- f. After all appropriate boxes have been checked, click the **Import** button under “Functions” on the left side of the page. You will see a message indicating the number of students that were imported.



Tools
Import

Functions
Import

- g. Click “ACT Non-Participation” on the left side of the page or the “ACT Accountability Non-Participation Report” breadcrumbs at the top of the page to return to the report. The students that were selected will be listed.



ACT Accountability Non-Participation Report 2021 - 2022

STARS Home > ACT Accountability Non-Participation Report

ACT NonParticipation Import

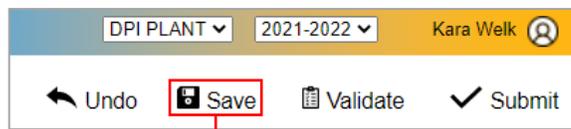
Sections
ACT Non-Participation

Grade
11

- h. In the box under “Non-Participation Reason”, click the dropdown arrow and select the appropriate reason for non-participation.

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
bunny	bugs	isa	11	M	Sep 14, 2004	1291656211	Aug 15, 2021	May 27, 2022	-- No Reason --	
Cooper	Jewel		11	F	May 15, 2006	3954014055	Aug 15, 2021	May 26, 2022	-- No Reason -- Alternate Assessment Absent: Transferred out of district or withdrew during test window Absent: Significant medical condition or emergency Foreign exchange student New Non-English Proficient (ELA Only) Parental Directive Partial Completion: Did not complete all test subjects* Refusal - Student Refusal - Parent Other - Please Explain ->	

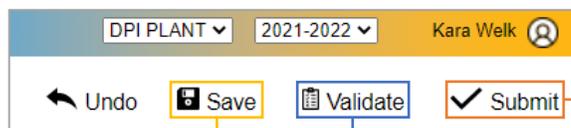
- i. If an appropriate reason is not provided in the list, select “Other--Please Explain”. You must type in the reason for non-participation in the box to the far right.
- j. Continue this process for each non-participating student.
- k. Periodically click the **Save** button to save all changes.



Note: To edit the total list of students, click **Import** under “Tools” on the left side of the page (see step 2.c.). Follow the steps above to import and report additional students.

3. Validate and complete the report.

- a. Click **Validate**. You may see a red X indicating an error. If so, the error must be corrected prior to submission. To get back to the list of students, click “ACT Non-Participation” at the left side of the page, the breadcrumbs at the top of the page, (see step 2.g.), or “Return to ACT Non-Participation Student List” on the top of the page.



- b. Make any corrections necessary. Then **Save**.
- c. Click **Validate** again to be sure all corrections have been made.
- d. Click **Submit**.
- e. Print the ACT Accountability Non-Participation Report submitted verification page for your records.

If you have questions, please contact NDDPI’s Office of Assessment at (701) 328-1838 or dpiassess@nd.gov.