

## ACCESS Non-Participation Help Document

In North Dakota, the ACCESS for ELLs® is used as the annual English language proficiency assessment. The NDDPI is required to report the reason for each English learner student who is enrolled but does not take the annual ELP assessment. The reporting tool for this process is the ACCESS Non-Participation Report in the STARS system. The report is to be completed by all school districts with EL students enrolled for at least one day of the ACCESS testing window. Schools will see a list of each student who is missing an ACCESS test score and must provide a reason code/explanation for each.

### Logging In – Selecting the Report

The ACCESS Non-Participation Report can be found under the Enrollment tab on the start page after the STARS login has been entered. After selecting the Enrollment tab, the ACCESS Non-Participation option will be shown. Select the current school year from the drop-downs and “Select”.

**STARS**  
State Automated Reporting System

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION

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**Fill Out Reports**

To complete or view a report, first select the appropriate report group tab. Within a report group tab, find the Report card and then choose an entity from the drop-down list. Choose a school year from the drop-down list and click the "Select Report" button to enter the report.

Select a report category

Show all reports

ED Facts **Enrollment** Federal Title LEA/School Fall Reports and Directories Personnel Historical Reports

**Enrollment**

Entity: DPI DISTRICT  
School Year: 2021-2022  
Due Date: Spring Enrollment: 6/30/2022  
Status: FALL ENROLLMENT NOT SUBMITTED  
SPRING ENROLLMENT NOT SUBMITTED  
Select Report

**Summer School**

Entity: DPI DISTRICT  
School Year: 2021-2022  
Due Date: 9/1/2021  
Status: SUMMER SCHOOL NOT SUBMITTED  
Select Report

**Access Non-Participation**

Entity: DPI DISTRICT  
School Year: 2020-2021  
Due Date: 3/31/2021  
Status: NOT SUBMITTED  
Select Report

## Importing Students

To generate a list of EL students who were enrolled during the testing window but did not participate in ACCESS, the students must be imported. Select “Import” (A) under the Tools heading in the left navigation pane. Then select the grade level or “all grades” from the drop-down (B) and “Filter” (C). Once the list of students is showing on the screen, select the students that you want to import or select the top checkbox (D) to select all. Then select the “LEP Non-Participation” (E) in the left navigation pane.

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Access Non-Participation 2017 - 2018

STARS Home ▶ Access Non-Participation

**LEP NonParticipation Import**  
← Return to LEP NonParticipation Student List

Grade: [Select all grades] ▼

First Name:

Last Name:

Filter

<input type="checkbox"/>	State ID	Last Name	First Name	Grade	Gender	Date of Birth	Start Date	End Date
<input type="checkbox"/>	2641016464	bunny	bugs	2	F	Feb 12, 2010	Aug 25, 2017	May 23, 2018

## Non-Participation Reason Codes

For each student, select the reason code from the drop-down menu (F) under “Non-Participation Reason” in line with their name. The available reason codes are: Invalidated, Declined, Deferred Special Ed/504, Medical, and Other. Please see definitions of each below. If the code Other is chosen, a reason must be entered in the text box (G). Once you have selected a reason for each student, “Save” the report in the top right (H). Then select “Validate” (I) to check for errors in the report.

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DPI DISTRICT | 2015-2016 | Lodee Arnold

Save | Validate | Submit

Access Non-Participation 2015 - 2016

Due Date: 3/31/2016  
Status: NOT SUBMITTED

Sections  
LEP Non-Participation

Tools  
Import

Main Contact  
Contact: Bonnie Weisz  
Email: [✉](#)  
Phone: 701-328-1838

STARS Home | Access Non-Participation | LEP Non-Participation

**LEP Non Participation Report**

Grade:  
[Select all grades]

Last Name Begins With:  
  
(ex. "P" or "Smi")

Filter

Last Name	First Name	Middle Name	Grade	Gender	Date of Birth	State ID	Start Date	End Date	Non-Participation Reason	Other/COVID Reason *If 'other' or 'COVID' is chosen, please enter further explanation
Student	Test	A	11	M	Mar 19, 1998	1052598040	Nov 6, 2015	May 27, 2016	Medical	<input type="text"/>

- ◆ **Absent:** The school has made every effort to test the student throughout the testing window, but the student was absent throughout the test window. The student will be considered not meeting interim growth in the school’s accountability data.
- ◆ **Declined:** The school is assuring the parents fully understand the EL program and the purpose of the assessment, and they still adamantly refuse their child’s ELP to be assessed. The student will be considered not meeting interim growth in the school’s accountability data.
- ◆ **Medical:** A medical code is used when a student is unable to participate due to a significant medical condition or emergency that requires hospitalization, and the school does not have access to that student. A medically exempt student will be exempt in the school’s accountability data.
- ◆ **Invalid:** If a test is determined to be invalid, based on a security breach or other circumstances, the student will be considered not meeting interim growth in the school’s accountability data.


- ◆ Other: This code is for issues not previously mentioned and will prompt a narrative space for test administrators to explain clearly why the student did not test. Depending on the circumstances, this student will be considered not meeting interim growth in the school’s accountability data.

## Correcting Errors in the Report

If the report has errors, you will need to correct them prior to submitting the report. An error may be missing a reason code for a student or selecting “other” with no further explanation in the text box. To correct the errors, select “Return to LEP Non Participation Student List” (J) and correct the errors. Repeat this step until there are no errors when you validate the report.

# STARS

State Automated Reporting System



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
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**Access Non-Participation 2015 - 2016**

Due Date: 3/31/2016  
Status: NOT SUBMITTED

**Sections**  
LEP Non-Participation

**Tools**  
Import

**Main Contact**  
Contact: Bonnie Weisz  
Email:   
Phone: 701-328-1838

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### Validation Summary

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

Report: Access Non-Participation  
Date: 5/20/2022 1:10:05 PM

Validate:   
View:

	<a href="#">Report Section</a>	<a href="#">Sub Section</a>	<a href="#">Item</a>	<a href="#">Data</a>	Description
✖	Reason Codes	Reason Codes	Student, Test	Other Reason	Please explain the reason for choosing "other"

When there are no errors, you will get the following message. Select “OK” submit the report by selecting  **Submit** in the top right corner.

**secure.apps.state.nd.us says**

Validation of LEP Non-Participation succeeded.