

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 Keri Whipple ([Log Out](#))

Reports
Fill Out Reports
Report Status
Output Reporting

Security
My Account
Manage Users
DPI - Manage Users

System
Announcements
File Sharing
Shadow
EDFacts

[Print Page](#)
[Help](#)

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.

- Reports
 - LEA/School Fall Report
 - Enrollment
 - Enrollment
 - Summer School
 - Access Non-Participation
 - Federal Title
 - Other
 - Personnel

Access Non-Participation

Educational Unit: DPI DISTRICT
School Year: 2010-2011

Due Date: Sep 15
Contact Name: Keri 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).

STARS ACCESS NON-PARTICIPATION REPORT

STARS
State Automated Reporting System

Welcome Kerni Whipple

Access Non-Participation
LEP Non Participation

LEP Non Participation Report

Grade: [Select all grades]

Begin 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
-----------	------------	-------------	-------	--------	---------------	----------	------------	----------	--------------------------	---

STARS ACCESS NON-PARTICIPATION REPORT

STARS
State Automated Reporting System

Welcome Kerni Whipple

Access Non-Participation
LEP Non-Participation

LEP NonParticipation Import

Return to LEP NonParticipation Student List

Tools

Import

Grade: [Select all grades]

First Name: []

Last Name: []

Filter

		First Name	Grade	Gender	Date of Birth	Start Date	End Date	
<input checked="" type="checkbox"/>	170802210	aaaaaaaaa	Jeff	2	M	Sep 19, 2001	Aug 26, 2010	May 21, 2011
<input checked="" type="checkbox"/>	1053640090	Mock	Student5	7	F	Oct 13, 1995	Aug 26, 2010	May 27, 2011
<input checked="" type="checkbox"/>	1577017200	Nelson	Lynelle	7	F	Jun 0, 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**.

The screenshot displays the 'STARS ACCESS NON-PARTICIPATION REPORT' interface. At the top, the title 'STARS ACCESS NON-PARTICIPATION REPORT' is centered. Below the title, the 'STARS State Automated Reporting System' logo is on the left, and the report title 'Access Non-Participation' with a green checkmark is on the right, along with 'Public LEA: DPI DISTRICT' and 'Year: 2010-2011'. A 'Welcome Kerri Whipple' message and an 'Exit Report' button are also visible. The main content area features a navigation menu on the left with 'Access Non-Participation' and 'LEP Non-Participation' highlighted. An orange arrow labeled '2' points to the 'LEP Non-Participation' menu item. Below the menu, there are search filters for 'Grade' (a dropdown menu set to '[Select all grades]') and 'First Name' (a text input field). An orange arrow labeled '1' points to the 'Import' button located in the 'Functions' section of the left-hand navigation menu. Below the filters, there is a 'Filter' button and a 'Rollover From Enrollment' section showing 'Date: Jul 13, 2011' and '3 students were imported into LEP Non-Participation report'. At the bottom left of the interface, there are links for 'Print Page' and 'Help'. A solid orange circle is positioned in the lower right area of the screenshot.

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.

STARS ACCESS NON-PARTICIPATION REPORT

Welcome Kerri Whipple

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

Exit Report

Access Non-Participation
LEP Non-Participation

LEP Non Participation Report

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

Last Name Begins With: **2**

Filter

3 Check Out

Validate

Submit

Print Page

Help

	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.

STARS ACCESS NON-PARTICIPATION REPORT

STARS
State Automated Reporting System

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

Welcome Kerri Whipple Exit Report

Access Non-Participation
LEP Non-Participation

Tools
Import

Functions

Check In

Save

Validate

Submit

[Print Page](#)

[Help](#)

LEP Non Participation Report

Grade: [Select all grades] v

Last Name Begins With:

Filter

First Name	Middle Name	Grade	Gender	Date of Birth	State ID	Start Date	End Date	Non-Participation Reason	Other Reason <small>"Use only if the reason doesn't exist in the dropdown to the left"</small>
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

- ◆ Absent: The school has made every effort to test the student throughout the testing window, but the student remained absent. The assessment will be counted in the denominator of the school's assessment results.
- ◆ Declined: The school is indicating every effort has been made to communicate with parents and they are still adamantly refusing their child to be tested. The assessment will still be counted in the denominator of the school's assessment results.

- ◆ Medical: A medical code is used when a student is unable to participate due to a significant medical condition or emergency, such as being involved in a serious accident or having a severe illness that requires hospitalization and the school does not have access to that student. A medically exempt student will not be counted in the denominator of the school's assessment results.
- ◆ Invalid: If a test is determined to be invalid, based on a security breach or other circumstances, the test is still counted in the denominator of the school's assessment results.
- ◆ 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 assessment could be counted in the denominator of the school's assessment results.

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.

STARS ACCESS NON-PARTICIPATION REPORT



STARS
State Automated Reporting System

Welcome Kerri Whipple

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

Exit Report

Access Non-Participation
LEP Non-Participation

Tools
Import

Functions
[Print Page](#)
[Help](#)

Validation Summary

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

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	aaaaaaaaatest, 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.

STARS ACCESS NON-PARTICIPATION REPORT

STARS
State Automated Reporting System

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

Welcome Kerri Whipple Exit Report

Access Non-Participation
LEP Non-Participation

Tools
Import

Functions
Check Out
Validate
Submit

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		

