

## Parent Access to Student Score Reports in STAR – Grades K-2 FAST Testing

Florida statute 1008.25 requires that test results must be provided to *parents* within two weeks of their student’s test attempt.

For the first progress monitoring window (PM1), the statewide Family Portal is not equipped to provide the score information within the required reporting timeline.

To comply with state statute, parents must be provided a hard copy of their student’s results for STAR testing (for both early literacy/ reading and math).

We ask that schools generate these student reports and provide them to parents/guardians within *two weeks* of the student taking each subject area test.

Teachers/staff will generate the Parent Report in STAR via the following steps:

Log-in to Renaissance and on the Home Page, click Reports and then click Star/Assessment.

The screenshot shows the Renaissance Home Page. At the top, there is a blue navigation bar with the word "RENAISSANCE" on the left and icons for Home, Help, Live Chat, and a user profile (Katharine Sharman). Below the navigation bar is a "Home" section. The main content area is divided into three columns: "ASSESS STUDENTS" (Determine the skill level for each student), "PLAN INSTRUCTION" (Teach skills recommended by Star), and "VIEW REPORTS" (Explore your students' results). Under "ASSESS STUDENTS", there are three cards: "Star Reading" (For Grades 1-12), "Star Early Literacy" (For Grades pre-K-3), and "Star Math" (For Grades 1-12). Under "PLAN INSTRUCTION", there are two cards: "Planner" (Assign articles, quizzes, and assignments) and "Accelerated Reader Independent Reading" (Set goals for books). Under "VIEW REPORTS", there is a card for "Reports" (All available reports) which is highlighted with a red box. Below this card, there is a list of report types: "Accelerated Reader / Reading Practice", "Star / Assessment" (highlighted with a red box), and "Administrator".

At the top of the Reports page, click ‘Star/Assessment’.

The screenshot shows the Reports page. At the top, there is a grey header with the word "Reports". Below the header is a navigation bar with four buttons: "Accelerated Reader / Reading Practice", "Star / Assessment" (highlighted with a red box), "Administrator", and "My Created Reports".

Scroll all the way to the bottom of the page to the section 'Parent and Other Reports' and click 'Star Parent Report'.

### Parent and Other Reports



From there, you will select the test (Early Literacy, Reading or Math) under the Assignment Type, and then select students (the user can print an entire class or select individual students).



Under Reporting Period, select the applicable window (in this case Fall – PM1) and then click Update Report.

This is a screenshot of a configuration form for generating a report. It features several input fields and checkboxes. The 'Reporting Period' dropdown menu is highlighted with a red border and shows 'Fall - PM1' selected. To its right are 'Sort Students By' (set to 'Last Name') and 'Language' (set to 'English'). Below these are a 'Scale' dropdown (set to 'Star Unified Scale') and two checked checkboxes: 'Show Grade Equivalent' and 'Show Student ID'. At the bottom left, there is another checked checkbox for 'Hide Students Without Data'. At the bottom center, there is a blue 'Update Report' button, which is also highlighted with a red border.

The student reports will be displayed, and to print them out, users will need to click on the PDF icon at the top right of the page.



*Make sure reports are printed from the downloaded PDF file so that each student report is a single page. Printing directly from what appears on the screen after updating the report can result in a multi-page version of the report (with enlarged font) depending on the browser being used.*

Please provide these directions to teachers and let them know the expectation for generating and sharing reports with parents/guardians. This process will need to be completed for both subjects for each student. To comply with providing results to parents within the designated time parameters, early literacy/reading reports and math reports may be provided at two different times.