



Administrator Directions for MOY LPAC:
State Assessment Review – STAAR and TELPAS

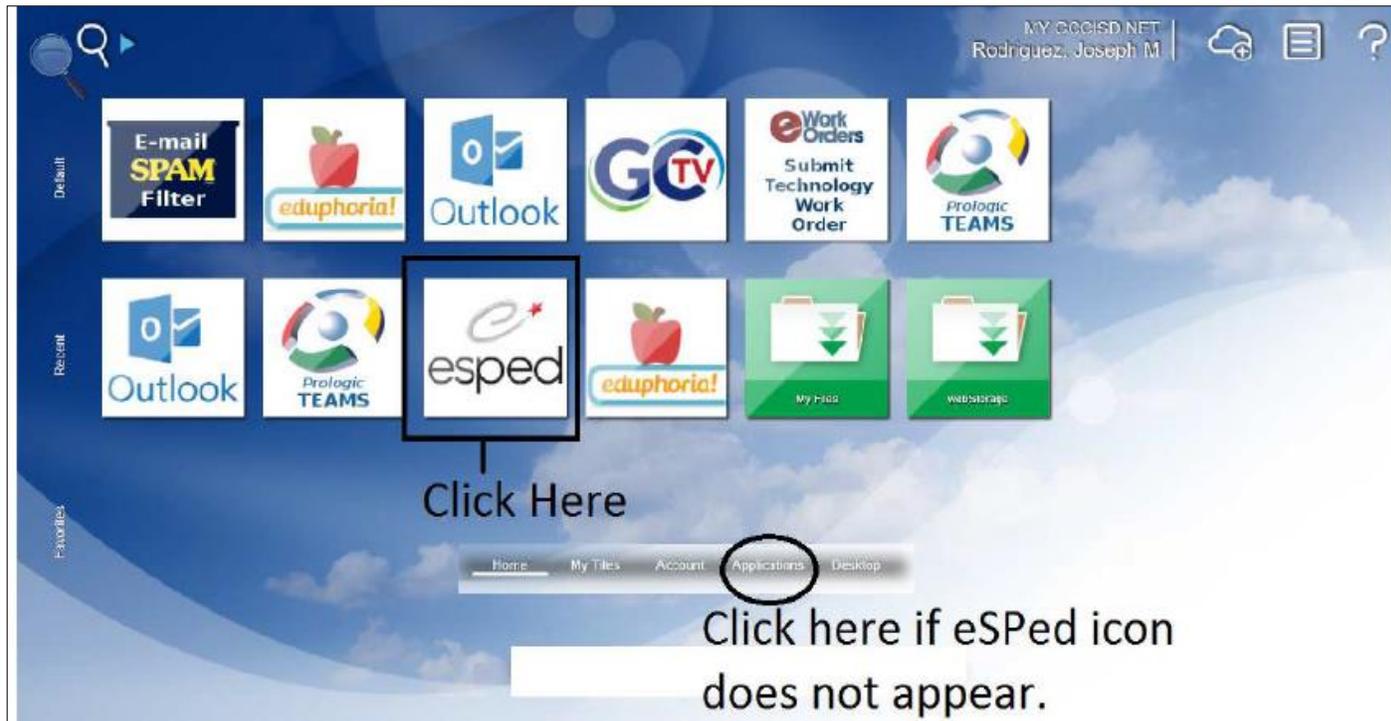
FACILITATED BY BILINGUAL / ESL DEPARTMENT

MOY LPAC State Assessment Review eStar : Step One

1. Begin by going to GCCISD employee portal and login

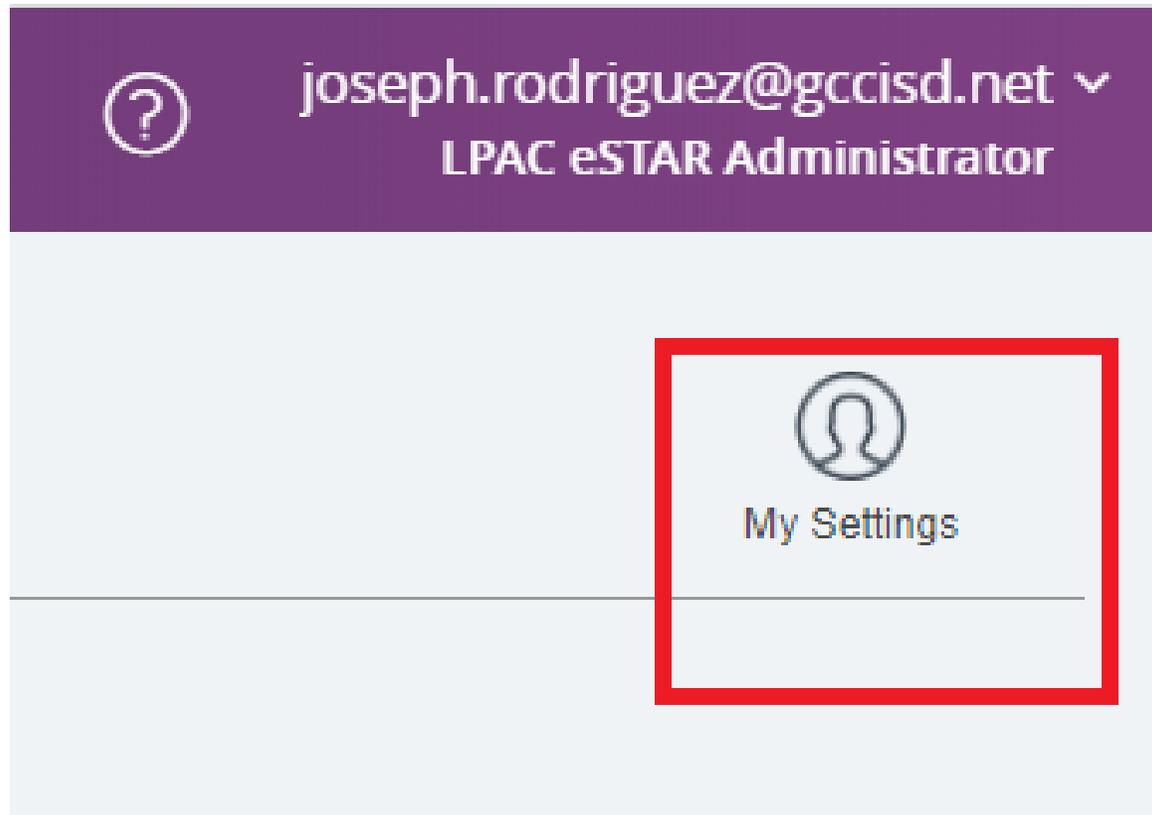
<https://my.gccisd.net/>

Your username is your Goose Creek email.
Your password will be the password that you use to login into the portal.
If you do not see the icon, then click on the applications tab at the bottom of the screen.



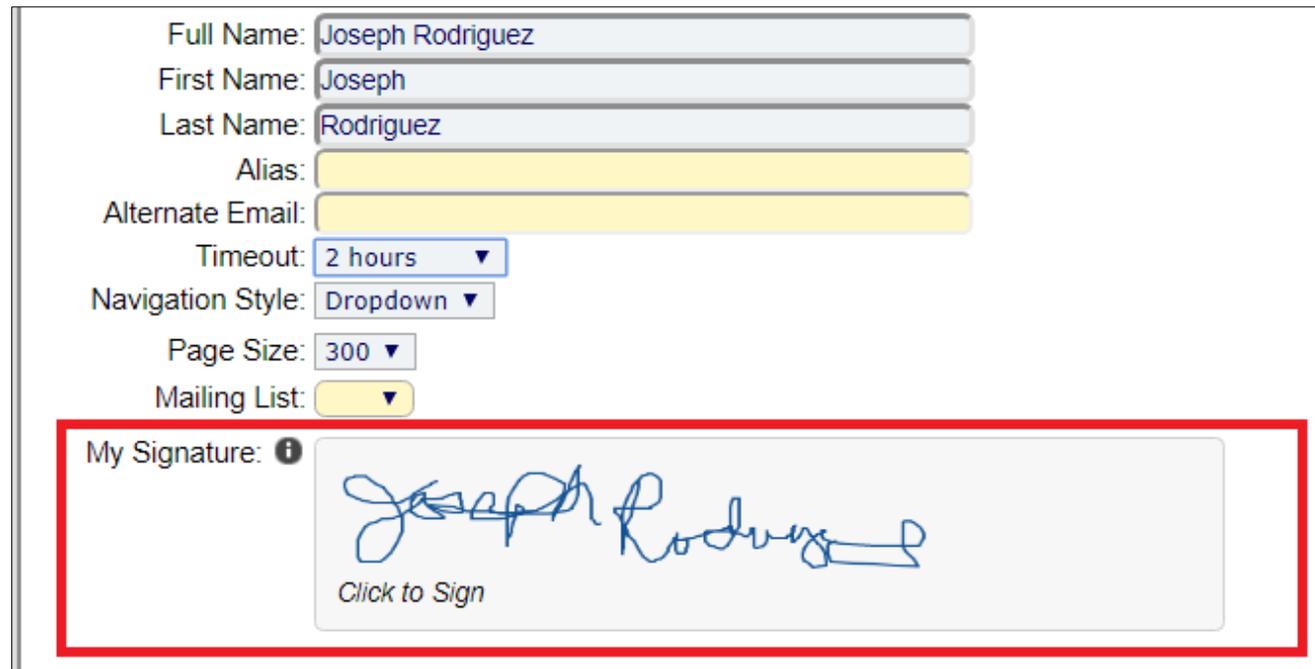
MOY LPAC State Assessment Review eStar : Step Two

2. Click “My Settings”



MOY LPAC State Assessment Review eStar : Step Three

3. While the profile screen, click “My Signature”, and enter your digital hand drawn signature.



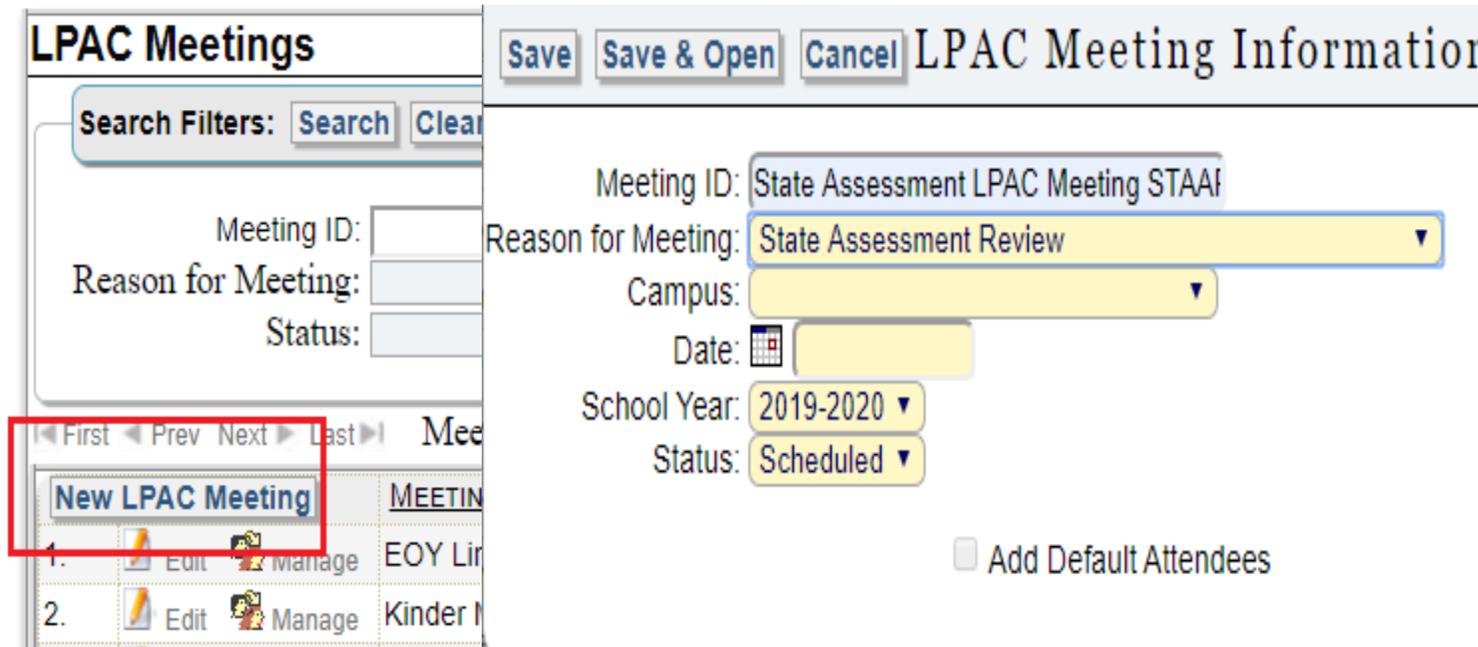
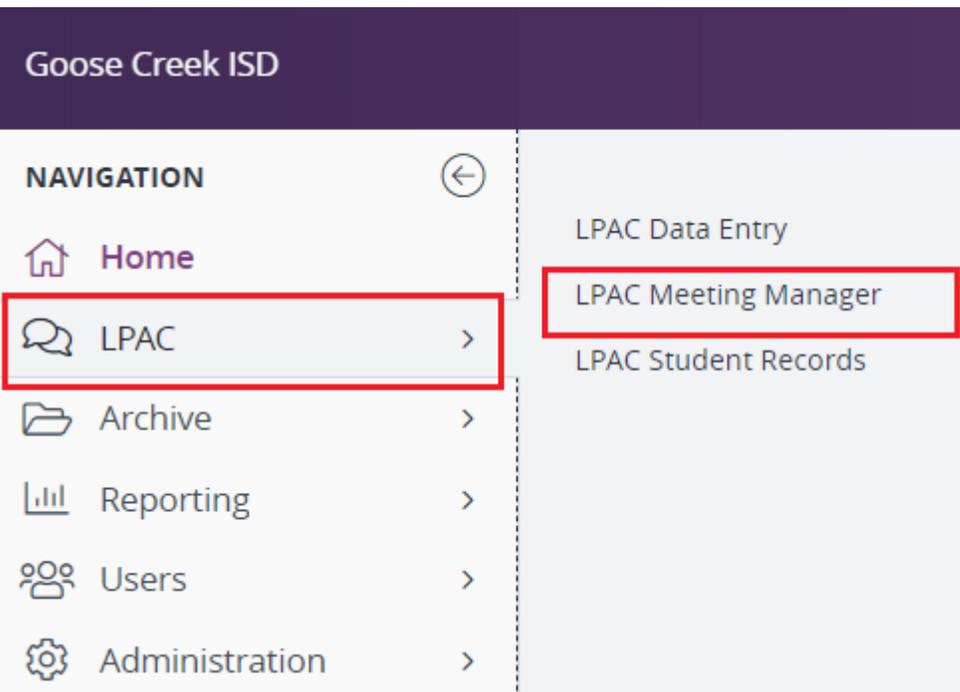
The screenshot shows a user profile form with the following fields and values:

- Full Name: Joseph Rodriguez
- First Name: Joseph
- Last Name: Rodriguez
- Alias: (empty)
- Alternate Email: (empty)
- Timeout: 2 hours
- Navigation Style: Dropdown
- Page Size: 300
- Mailing List: (empty)

The "My Signature" field is highlighted with a red border. It contains a digital signature of "Joseph Rodriguez" and a "Click to Sign" button.

MOY LPAC State Assessment Review eStar : Step Four

4. Click on LPAC Meeting Manager. Click on the “NEW LPAC Meeting” button. Enter the meeting ID, reason for meeting, Campus, Date, and School Year.



MOY LPAC State Assessment Review eStar: Step Five

5. Click the “ATTENDEES” button to add LPAC members to the meeting. Click the “+ATTENDEES” to add LPAC administrator, SPED Rep, ESL teacher, and parent. Optional Bilingual/ESL District representative.

State Assessment LPAC Meeting STAAR/TELPAS 

Campus:	Reason/Meeting Type: State Assessment Review	Date:	Status of Meeting: Scheduled	School Year: 2019-20
---------	---	-------	---------------------------------	-------------------------

Notes:

Meeting Roster

Attendees (No Attendees)

State Assessment LPAC Meeting STAAR/TELPAS 

Campus:	Reason/Meeting Type: State Assessment Review	Date:	Status of Meeting: Scheduled	School Year: 2019-2020	<input type="button" value="Apply Meeting Info"/>
---------	---	-------	---------------------------------	---------------------------	---

Notes:

Meeting Roster

Attendees (No Attendees)

You have not added attendees to this meeting.

MOY LPAC State Assessment Review eStar: Step Six

6. Once the LPAC meeting is set up, click on the “MANAGE” button to enter students.

LPAC Meetings

Search Filters:

Meeting ID:

Reason for Meeting:

Status:

Campus:

Date:

School Year:

Meetings: 1 - 3 of 3

			MEETING ID	REASON FOR MEETING	DATE	SCHOOL YEAR	CAMPUS
1.	<input type="button" value="Edit"/>	<input type="button" value="Manage"/>	HMJ Accommodations	Monitoring of Students	05/25/2018	2017-2018	Horace Mann Junior School
2.	<input type="button" value="Edit"/>	<input type="button" value="Manage"/>	3rd Grading Period Monitoring	Monitoring of Students	01/16/2018	2017-2018	Horace Mann Junior School
3.	<input type="button" value="Edit"/>	<input type="button" value="Manage"/>	MOY State Assessment LPAC	State Assessment Review		2017-2018	Horace Mann Junior School

[Go to Top](#)

© 2018 Frontline Technologies Group, LLC. All Rights Reserved.

CLICK HERE TO ADD STUDENTS

State Assessment LPAC Meeting STAAR/TELPAS

Campus: Reason/Meeting Type: Date: Status of Meeting: School Year:
State Assessment Review Scheduled 2019-2020

Apply Meeting Info

Notes:

Meeting Roster

Attendees (No Attendees)

You have not added students to this meeting.

+ Students

MOY LPAC State Assessment Review eStar: Step Seven

7. Add students by clicking the “+ Students” button. Next, arrange the LPAC meeting by grade level.

MOY LPAC State Assessment Review eStar: Step Eight

8. In the "OTHER" field select "GRADE" and enter the specified grade to arrange the LPAC meeting by grade level.

MOY State Assessment LPAC Reason: State Assessment Review Date:
Campus: Horace Mann Junior School

View All To search for a student: 1. Type in the Last Name or Local ID# in the appropriate field below. 2. Click the [Find Student\(s\)](#) button.
NOTE: Click [View All](#) to bring up your entire roster.

ELL Status: ELL Indicator:
Last Name: First Name: Local ID:
Campus: Horace Mann Junior School
Other 1:

Click here to filter by grade (points to the "Other 1" dropdown menu)

Click here to enter "GRADE" (points to the text input field next to "Other 1")

Show Extra Filters | View: | Delete | Create Current View | Clear Extra Filters

Find Student(s)

Include Selected Students | **Check All** | **Uncheck All**

LPAC Students: 1 - 87 of 87

	STUDENT NAME	LOCAL ID	CAMPUS NAME	ELL STATUS	ELL INDICATOR	GRADE
1. <input type="checkbox"/>	Aguilera, Mynor	3000488	Horace Mann Junior School	ELL/LEP - ESL or Bilingual Program	1 - LEP	06

MOY LPAC State Assessment Review eStar: Step Nine

9. Select your student.

MOY State Assessment LPAC Reason: State Assessment Review Date:
Campus: Horace Mann Junior School

View All To search for a student: 1. Type in the Last Name or Local ID# in the appropriate field below. 2. Click the [Find Student\(s\)](#) button.
NOTE: Click [View All](#) to bring up your entire roster.

ELL Status: ELL Indicator:
Last Name: First Name: Local ID:
Campus:
Other 1:

View:

Find Student(s)

Check All

LPAC Students: 1 - 87 of 87

	STUDENT NAME	LOCAL ID	CAMPUS NAME	ELL STATUS	ELL INDICATOR	GRADE
1	<input type="checkbox"/> Aquilera, Mynor	3000488	Horace Mann Junior School	ELL/LEP - ESL or Bilingual Program	1 - LEP	06
2	<input type="checkbox"/> Almaraz Loera, Paris	3004022	Horace Mann Junior School	Exited - Monitor Year 1 & 2	S - Second Year Monitor	06

MOY LPAC State Assessment Review eStar: Step Ten

10. When the pop-up window appears, click on the first option.

The screenshot shows the 'MOY State Assessment LPAC' interface. At the top, it displays 'Reason: State Assessment Review Date:' and 'Campus: Horace Mann Junior School'. Below this are buttons for 'Show Roster', 'Show Attendees', 'Batch Print/Archive', and 'Admin LPAC Reports'. The main section is titled 'Meeting Roster' and includes buttons for 'Include Students on Roster', 'Clear All Students', and 'Printable View'. A table of students is visible, with columns for 'STUDENT NAME', 'GRADE', and 'HOMEROOM'. A pop-up window is overlaid on the table, containing the following text:

Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) requires that "an educational agency or institution shall maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student".

You must enter a reason for accessing the student records associated with this meeting. The reason you select will be recorded for each individual student that you access. Access is monitored for confidentiality purposes. Failure to supply a reason for access will result in denial of access to these records.

I provide services and am inputting data/reading this student's LPAC file.

I am reviewing this student's data for campus/district reporting and analysis.

Cancel

R	STUDENT NAME	GRADE	HOMEROOM
1.	Aguilera, Myra	06	0109
2.	Amaya, Dann	06	Gym Girls
3.	Aybar, Mia	06	0113
4.	Barragan, Ori	06	0111
5.	Camacho Pin	06	0113
6.	Campuzano C	06	0107
7.	Chavez, Chris	06	0109
8.	Contreras Gu	06	0107
9.	Deniz, Marise	06	0104
10.	Diaz, Joel	06	0107
11.	Galvan Puente, Jancarlos	06	0114
12.	Garcia, Benito	06	0101

MOY LPAC State Assessment

Overall At A Glance View.

The screenshot displays the MOY LPAC State Assessment interface. At the top, there are navigation tabs: Home, Clear, Previous, Next, Details, Reports, Preview, Print/Prints, Support, and a user profile for LMC517. Below this is a header for 'Screen: LMC State Assessment Review' and 'Application: LMC Student Records'. The main content area is divided into several sections:

- TESTING INFORMATION:** Includes fields for 'Date of LPAC Meeting', 'Reason for Meeting', 'ELL Status' (set to 'ELL/EL - ELL in Bilingual Program'), and 'ELL Indicator'. There are also buttons for 'LPAC Info', 'Assessment Results', 'LPAC Address', 'School/Class Schedule - Set Week', and 'School/Class Schedule - New Week'.
- Years in US Schools (grades 1-12):** A section with radio buttons for 'Yes', 'No', and 'Not known', and a 'Clear' button. It includes a note: 'Based on student history, is there evidence of periods of absence of schooling outside of U.S.?'.
- Supporting documentation of inadequate foundation of learning:** A text area for providing supporting documentation.
- LPAC Assessment Recommendations for Students with Disabilities:** Includes fields for 'Date of APD/LPAC collaboration meeting' and 'Date of MOE/LPAC collaboration meeting', and a 'LPAC Comments' text area.
- Testing Grade and Year:** Fields for 'Testing Grade Level' (set to '5E') and 'Testing Year' (set to '2018').
- TELPAS (Grade 08 - Testing Year 2018):** A section with a 'Set all Domains to Pretesting' button and dropdown menus for 'Listening', 'Speaking', 'Writing', and 'Reading'. It includes an 'Additional TELPAS Information' text area and a 'Selected Accommodations' section with a 'Manage TELPAS Reading Accommodations' button.
- STAAR (Grade 08 - Testing Year 2018):** A section with a 'Please select: English 1' dropdown and an 'Add 5 to the list' button. It contains four sub-sections for 'Reading', 'Math', 'Science', and 'Social Studies', each with 'Test Type', 'Justification', 'Teachers', and 'Signature' dropdowns, and 'Click to Sign' and 'Add My Signature' buttons. A toggle switch is set to 'On' with the text 'Based on selected accommodations, student may be eligible for exit all end of school year.' Below this is an 'Additional STAAR Information' text area and a 'Selected Accommodations' section with 'None Selected' for Reading, Math, Science, and Social Studies.

TELPAS section

STAAR section

MOY LPAC State Assessment Review eStar: Step Eleven

11. Review the Asylee/Refugee Status section to determine if it applies to the student.

TESTING INFORMATION

Years in US Schools (grades 1-12): **6**

[+ View Asylee/Refugee Status](#)

- Yes No Not known Clear Based on student history, is there evidence of periods of absence of schooling outside of U.S.?
- Yes No Not known Clear Based on student history, is there evidence of inadequate foundation of learning?

Supporting documentation of inadequate foundation of learning: [+](#) 

An ELL who meets all of the following eligibility criteria shall not be required to take a STAAR assessment in grades 3-8:

- 1) qualifies as an unschooled asylee or refugee,
- 2) is in the first year of enrollment in U.S. schools, and
- 3) is in grades 3-8 (19 TAC §101.1005).

MOY LPAC State Assessment Review eStar: Step Twelve

12. Next, ensure that the information is entered for those students that are both LEP/SPED.

TESTING INFORMATION

Years in US Schools (grades 1-12):

[View Asylee/Refugee Status](#)

Yes No Not known Clear Based on student history, is there evidence of periods of absence of schooling outside of U.S.

Yes No Not known Clear Based on student history, is there evidence of inadequate foundation of learning?

Supporting documentation of inadequate foundation of learning: [+](#) [📄](#)

An ELL who meets all of the following eligibility criteria shall not be required to take a STAAR assessment in grades 3-8:

- 1) qualifies as an unschooled asylee or refugee,
- 2) is in the first year of enrollment in U.S. schools, and
- 3) is in grades 3-8 (19 TAC §101.1005).

LPAC Assessment Recommendations for Students with Disabilities

Date of ARD/LPAC collaboration meeting: Date of 504/LPAC collaboration meeting:

LPAC Comments: [+](#) [📄](#)

MOY LPAC State Assessment Review eStar: Step Thirteen

13. Next, review information entered for TELPAS. Default of “Participating” has been set for all students.

TELPAS (Grade 06 - Testing Year 2018)

Set all Domains to 'Participating'

Listening:

Participating ▼

Speaking:

Participating ▼

Writing:

Participating ▼

Reading:

Participating ▼

Additional TELPAS Information:

MOY LPAC State Assessment Review eStar: Step Fourteen

14. Next, review accommodations entered for TELPAS. If student does not need accommodations, ensure that the “NONE” option has been selected.

Accommodations	Disqualify from Reclassification	TELPAS
NONE NEEDED		<input checked="" type="checkbox"/>



If a student has no accommodations, please select **“NONE”** for each subject.



MOY LPAC State Assessment Review eStar: Step Fifteen

15. Scroll down the page and the each tested subject area has “TEST TYPE”, “JUSTIFICATION” and “TEACHER” name entered.

STAAR (Grade 08 - Testing Year 2018)

If necessary, Diana can also take a STAAR EOC assessment that is not required for the current te

Please select , and

Reading

Test Type:	Justification:	Teachers:
<input type="text" value="STAAR"/>	<input type="text" value="STAAR is the most appr"/>	<input type="text"/>

MOY LPAC State Assessment Review eStar: Step Sixteen

16. Ensure there is a digitally hand-drawn signature for each teacher.

STAAR (Grade 06 - Testing Year 2018)
If necessary, Cesar can also take a STAAR EOC assessment that is not required for the current testing grade.

Please select , and

Reading

Test Type: Justification: Teachers: Signature:
Click to Sign

Math

Test Type: Justification: Teachers: Signature:
Click to Sign

Based on selected accommodations, student may be eligible for exit at end of school year.

Additional STAAR Information:

Selected Accommodations:

Reading:
None Selected.

Math:
None Selected.

MOY LPAC State Assessment Review eStar: Step Seventeen

17. Ensure that button is shifted toward the left, indicating that the student is not eligible to for exit at the end of year if extra time, content/language support, and/or oral administration is selected for the student.

STAAR (Grade 06 - Testing Year 2018)

If necessary, Cesar can also take a STAAR EOC assessment that is not required for the current testing grade.

Please select , and

Reading

Test Type: Justification: Teachers: Signature:

Math

Test Type: Justification: Teachers: Signature:

Based on selected accommodations, student may be eligible for exit at end of school year.

Additional STAAR Information:

Selected Accommodations:

Reading:
None Selected.

Math:
None Selected.

MOY LPAC State Assessment Review eStar: Step Eighteen

18. Review designated supports that were entered selected by teachers in the “Selected Accommodations section”.

STAAR (Grade 06 - Testing Year 2018)

If necessary, Cesar can also take a STAAR EOC assessment that is not required for the current testing grade.

Please select , and

Reading

Test Type: Justification: Teachers: Signature:
Click to Sign

Math

Test Type: Justification: Teachers: Signature:
Click to Sign

Based on selected accommodations, student may be eligible for exit at end of school year.

Additional STAAR Information:

Selected Accommodations:

Reading:
None Selected.

Math:
None Selected.

MOY LPAC State Assessment Review eStar: Step Nineteen

19. After you have reviewed information on the testing screen, clicking the “MEETING ROSTER” button to return to the previous menu.

The screenshot displays the eStar interface for a student named Horace Mann Junior School, aged 13 years. The 'Documents' section includes checkboxes for ARD, 504, RTI, and LPAC. A navigation bar contains buttons for Save, Close, Previous, Next, Meeting Roster (highlighted with a red box), Reports, Preview, and Support, along with a timer showing 1:59:58. Below this are buttons for Previous Student and Next Student. The 'Screen' dropdown is set to '8. LPAC: State Assessment Review' and the 'Application' dropdown is set to 'LPAC Meeting Manager'. The 'Date of LPAC Meeting' is 02/09/2017, and the 'Reason for Meeting' is 'State Assessment Review'. The 'ELL Status' is 'ELL/LEP - ESL or Bilingual Program' and the 'ELL Indicator' is '1 - LEP'. At the bottom, there are buttons for LPAC Info, Assessment Results, LPAC Attendees, School/Class Schedule - Six Week, and School/Class Schedule - Nine Week. The text 'TESTING INFORMATION' is visible at the bottom left.

EOC December Re-tester

Campus:	Reason/Meeting Type:	Date:	Status of Meeting:	School Year:
Sterling High School	State Assessment Review	12/09/2019	Scheduled	2019-2020

Apply Meeting Info

Notes:

MOY LPAC State Assessment Review eStar: Step Twenty

20. At the end of the LPAC meeting, LPAC administrator, SPED Rep, ESL teacher, and parent will now be able to digitally hand draw their signatures into eStar. After each LPAC member that was present has digitally signed in the LPAC meeting, click the “APPLY MEETING INFORMATION” button.

MOY LPAC State Assessment Review eStar: Step Twenty-One

21. After you have clicked the “APPLY MEETING INFORMATION” button, you will be able to close and archive the meeting. Start by clicking “Admin LPAC Reports”.

EOC December Re-tester

Campus: Sterling High School Reason/Meeting Type: State Assessment Review Date: 12/09/2019 Status of Meeting: Scheduled School Year: 2019-2020 [Apply Meeting Info](#)

Notes:

[Meeting Roster](#) [Attendees](#)

Select Action No Students Selected First Prev Next Last Students: 1 - 2 of 2 + Students Printable View **Admin LPAC Reports**

	Student Name	Local ID	Campus Name	ELL Status	ELL Indicator	Grade	Homeroom
1.	Morales Aguilar, Juan	3039246	Sterling High School	ELL/LEP - ESL or Bilingual ...	1 - LEP/EL	10	
2.	Rivera Gonzalez, Leyra	3043244	Sterling High School	ELL/LEP - ESL or Bilingual ...	1 - LEP/EL	11	

MOY LPAC State Assessment Review eStar: Step Twenty-Two

22. In the archive screen follow the sequence below.

- A. Check the Auto-Archive box.
- B. Enter the type of Archive: LPAC State Assess
- C. Enter Archive Folder: 2019 – 2020
- D. Enter Archive Comment: Grade level LPAC
- E. Select type of LPAC – State Assessment Review
- F. Click “CREATE”
- G. Once the meeting has been archived, click the “MEETINGS” button.

The screenshot shows the 'MOY State Assessment LPAC' archive screen. At the top right, there are buttons for 'Close', 'Meetings', 'Reports', 'Preview', and 'St'. Below these is a header section with the title 'MOY State Assessment LPAC' and 'Reason: State Assessment Review'. The 'Campus' is 'Horace Mann Junior School'. There are buttons for 'Show Roster', 'Show Attendees', 'Batch Print/Archive', and 'Admin LPAC Report'. A red box labeled '7' is around the 'Meetings' button. Below the header, there is a 'Next Step' instruction: 'Choose a report for batch printing'. There is a checkbox for 'Print in Foreign Language:'. A note states: '(Note: Static text of the selected report will print in the language indicated in qu'. Below this, there are three numbered callouts: '1' points to the 'Auto Archive: ' checkbox; '2' points to the 'Type of Archive: LPAC: State Assess' dropdown menu; '3' points to the 'Archive Folder: 2017-2018' dropdown menu. Below these is a text field for 'Archive Comment: 6th Grade State Assessment LPAC HMJ' with a red box labeled '4' around it. At the bottom left, there is a 'Reports: Create' button with a red box labeled '6' around it. Below the button is a list of reports: 'Bundle: Assessment Results', 'Bundle: ELL Linguistic Accommodations', 'Bundle: LPAC Parent Approval for Exit from ESL', 'Bundle: LPAC EOY', 'Bundle: EOY LPAC / Parent Notification / Assessment / Course Recommendation', 'LPAC: Student Background', 'LPAC: Placement/Initial', 'LPAC: Placement Initial/Assessment Results', 'LPAC: Monitoring of Students', 'LPAC: State Assessment Review' (highlighted with a blue bar and a red box labeled '5'), 'LPAC: End of Year', and 'LPAC: Program Change/Review'.

MOY LPAC State Assessment Review eStar: Step Twenty-Three

23. Once the LPAC meeting has been archived, click the edit button.

LPAC Meetings

Search Filters:

Meeting ID:

Reason for Meeting:

Status:

Campus:

Date:

School Year:

« First ◀ Prev Next ▶ Last » Meetings: 1 - 3 of 3

	New LPAC Meeting	<u>MEETING ID</u>	<u>REASON FOR MEETING</u>	<u>DATE</u>	<u>SCHOOL YEAR</u>	<u>CAMPUS</u>
1	<input type="button" value="Edit"/> <input type="button" value="Manage"/>	6th Grade MOY State Assessment LPAC	State Assessment Review		2017-2018	Horace Mann Junior School
2						

MOY LPAC State Assessment Review eStar: Step Twenty-Four

24. Change the status, to completed.

The screenshot displays the 'LPAC Meetings' interface. At the top, there are search filters and a 'Search' button. Below this, there are input fields for 'Meeting ID', 'Reason for Meeting', 'Status', 'Campus', 'Date', and 'School Year'. A modal window titled 'LPAC Meeting Information' is open, showing the following fields:

- Meeting ID: 6th Grade MOY State Assessment LPAC
- Reason for Meeting: State Assessment Review
- Campus: Horace Mann Junior School
- Date: [Calendar icon]
- School Year: 2017-2018
- Status: Completed

The 'Status' dropdown menu is open, showing the following options: Completed, Scheduled, Deleted. The 'Completed' option is highlighted with a red box, and a red arrow points to it with the text 'SELECT COMPLETED'.

At the bottom of the modal, there are 'Save' and 'Cancel' buttons. The background interface shows a list of 'New LPAC Meeting' items and a 'CAMPUS' dropdown menu.