Steps for updating "Disability"
on PALS Student Information page

If **scores have not yet been entered** for current assessment window:

1. Log into your PALS Online account and navigate to the teacher's Administrative tab.
2. Click on the student's name in the Class List.
3. In the center column, click on "Student Information" (or "Child Information" if it is a PreK student).
4. Update the information in the "Disability" field.
   > *If any option other than "None" is selected, you will be asked to confirm that you understand the child's IEP requirements, and to select whether the child should receive standard or nonstandard administration of PALS.**
5. Click "SUBMIT STUDENT INFO."

If **scores have already been entered** for current assessment window:

1. Print out or make screenshots of each score entry page to save your data.
2. Contact the PALS Marketplace office at support@palshelp.com to request that scores entered for this particular student for the current assessment window be deleted.
   > *Please provide the name of the student, teacher, school, and district, and let us know that you have already preserved copies of the scores.*
3. Once we have deleted the scores for the current assessment window, you will be able to change the disability status. Please follow the steps (#1-5) above.
4. After correcting the disability status, re-enter the scores according to the printouts or screenshots you saved.

*Please see our "Accommodations" document for an explanation of the differences between standard and nonstandard administration.

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