

Preparing for PALS-PreK Retirement

For South Carolina District Leaders

February 21, 2023

Introductions & Agenda

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Meghan Walters-Branham, SCDE Office of Assessment and Standards

Attendees: South Carolina districts currently using PALS-PreK

Agenda:

- FAQ about PALS product retirement
- What to do with PALS materials
- PALS data files
- Communication to faculty
- Supporting continuous effective preschool literacy instruction

PALS Team support: support@palshelp.com

SCDE support: mgwalters@ed.sc.gov

Time for Q&A

[Link to recording here](#)

FAQs about PALS product retirement

- All scores must be entered by your last day of student attendance. SCDE will be pulling all data from PALS on or before **June 9, 2023**.
- The PALS Online System will close on **June 30, 2023** for all users in all states. There will be no access at all after this date.
- Materials for the full 2022-23 school year have already been shipped. All materials, including Teacher Sets, are also now available as pdfs under “Materials” in your PALS Online account. Also can contact SCDE.
- PALS team support (support@palshelp.com), including literacy specialist support, will continue as usual through 6-30-23.

PALS Materials

PALS-PreK materials: What should I do with them?

- All PALS materials should be secure-shredded after spring assessment and by June 30. Questions about this process can be directed to Meghan Walters-Branham (mgwalters@ed.sc.gov).
- **PALS/Renaissance and SCDE will not be accepting returned materials.** It is the responsibility of districts to dispose of all PALS materials after the spring 2023 assessment.
- You can find a complete list of PALS-PreK materials on the **PALS Resource Center** website (palsresource.info).
 - → “All About PALS” → “PALS-PreK” → “PALS-PreK Materials Checklist”

PALS-PreK materials

Older PALS-PreK materials might be in a yellow box instead of a binder.

Teacher
Manual

Beginning Sound
Awareness Cards

Print and Word
Awareness Book

*PWA booklet
might also be
purple!*

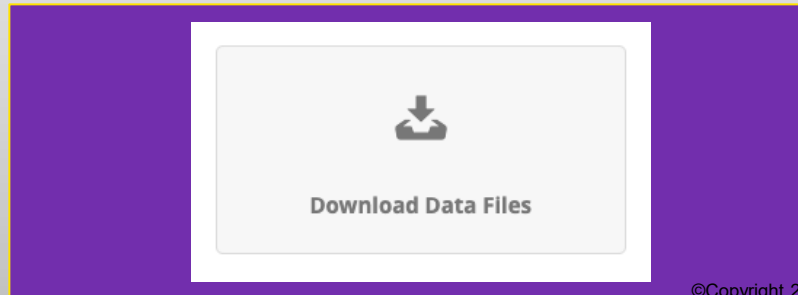
Child Packet

PALS Student Data

What are PALS Data Files?

You have access to all PALS data for current and previous years:

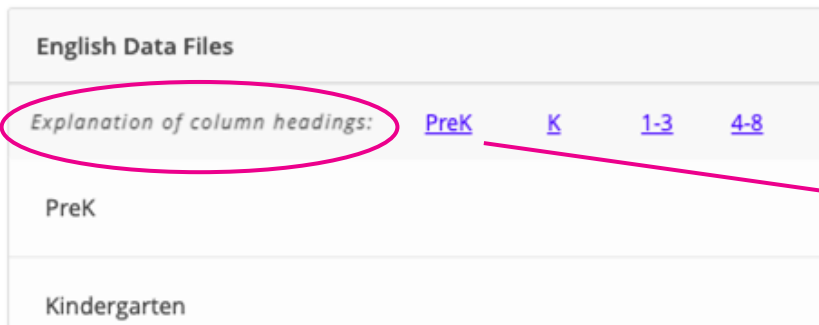
- ❑ Data files include all of the student information and scores for any students assessed with PALS, going back for as long as your district has been using PALS. This could be as far back as SY 2015-16.
- ❑ These can be downloaded to a computer as .csv files and then opened using spreadsheet software, such as Excel.
- ❑ Data files can be accessed by district administrators for the entire district, and by school administrators for the school to which they are assigned.



What are PALS Data Files? (cont.)

Access data for current and previous years:

- ❑ The column headings on these files can be a little difficult to decipher. This is why the PALS Online System also provides an *Explanation of Column Headings* document to help you understand them.



You may want to download and print this document for future reference.

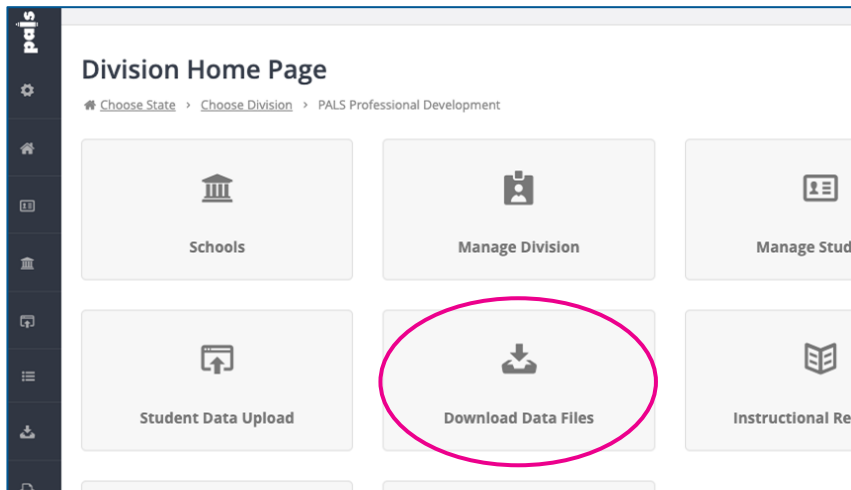
PALS-PreK Data Files Column Headings

Field	Definition	Data Type
YEAR	Fall School Year	INTEGER
APID	PALS Assessment Period Identifier	SMALLINT
SEMESTER	SEMESTER f = Fall m = Mid-Year s = Spring	CHAR(1)
DIV_ID	PALS Division Identifier	INTEGER
DIV_NO	State Division Identifier	VARCHAR(20)
DIV_NM	Division Name	VARCHAR(100)
SCH_ID	PALS School Identifier	INTEGER
SCH_NO	State School Identifier	VARCHAR(20)
SCH_NM	School Name	VARCHAR(100)
SCH_T1	Title 1 School	BOOLEAN

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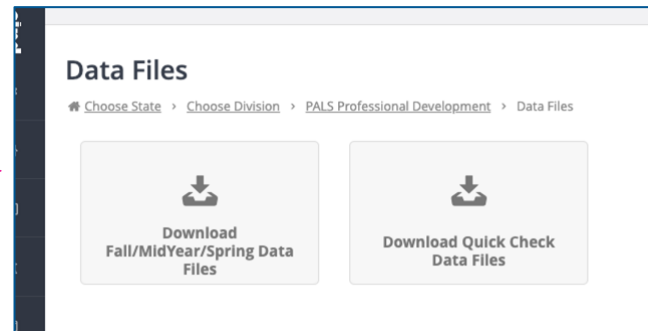
How do I find and download these files?

Follow this path in your administrator-level PALS Online account:



From your Division Home Page or School Home Page, select the “Download Data Files” tile.

Teachers do not have access to this tile.

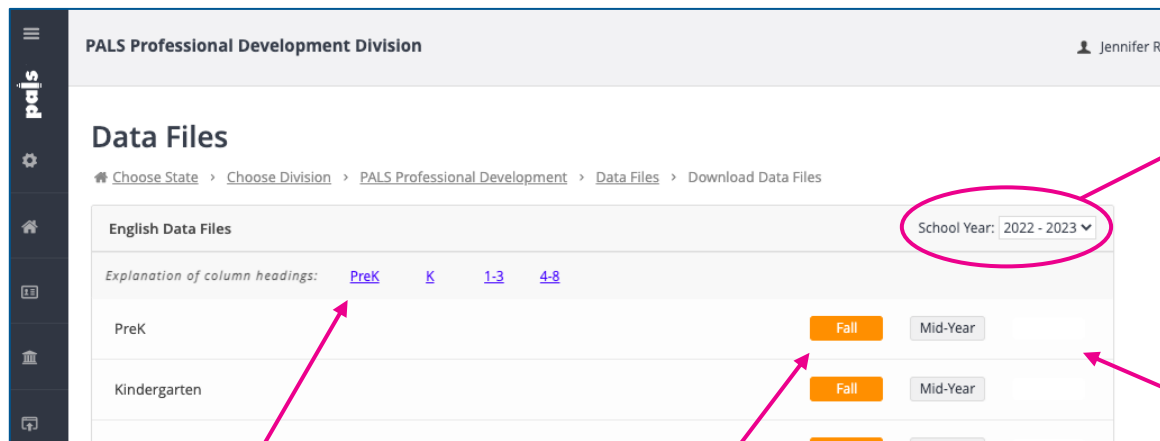


On the Data Files page, select the type of data files you wish to download.

(Note that not many teachers in SC have used the optional Quick Check progress monitoring tools, so you might not see any data there.)

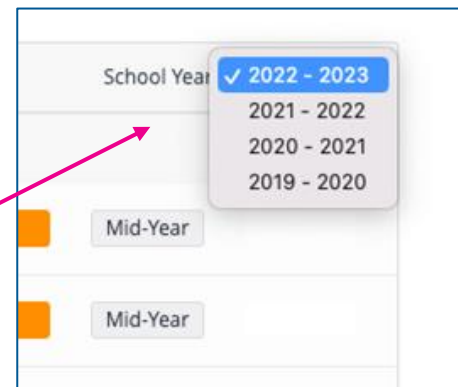
How do I find and download these files? (cont.)

On the “Data Files” page you selected:

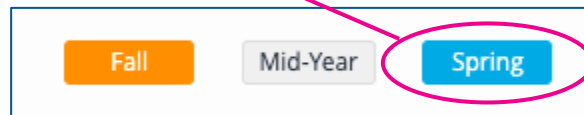


Click on [PreK](#) next to *Explanation of Column Headings* to view this document.

After selecting the correct year, click on an assessment window icon to make the file download to the computer you're currently using.



Select the year for which you want to download scores.



(“Spring” will appear for 2022-23 after spring scores are entered.)

What information is included in each PALS-PreK Data File?

Each line on the spreadsheet includes information about a student, including but not limited to:

- ❑ Name, Grade, Teacher, School, Gender, Birthdate, Race/Ethnicity
- ❑ Disability status, and whether PALS was administered using standard or nonstandard procedures (i.e., whether modifications were made)
- ❑ Whether the student received any special services (Title I, ELL, etc.)
- ❑ Date that assessment was begun during this assessment window
- ❑ Score for each PALS-PreK task that was administered during this assessment window.

Review the structure of the PALS Online System

District Representative and other District Roles:

Can do all of the tasks below, plus access district home page, including all district data.
Can access and download data files for entire district, including for past years.

Principals and other School Roles:

Can do all of the tasks below, plus access school home page, incl. school data. Can assign/remove teacher accounts, classes, and students. **Can access and download data files only for schools to which they are assigned, including for past years.**

Teachers:

Can view past records, enter scores, and current-year student- and classroom reports *for students assigned to them for the current school year.*
Cannot add new students to class list. Cannot view, nor download, *any* data files.

How do I know who has a Division- or School-Level Role?

Be aware of who has access to these files in your district.

The image shows a sequence of three screenshots from the PALS Professional Development Division interface, illustrating the navigation path to manage division roles.

Screenshot 1: Division Home Page
The interface shows the "Division Home Page" with a sidebar menu on the left. The main content area has a header "PALS Professional Development Division" and a sub-header "Division Home Page". Below the header, there are navigation links: "Choose State", "Choose Division", and "PALS Professional Development". The main content area contains several tiles: "Schools", "Manage Division" (highlighted with a red circle), and "Ma". A green arrow points from the "Manage Division" tile to the next screenshot.

Screenshot 2: Division Management
The interface shows the "Division Management" page. The header is "PALS Professional Development Division" and the sub-header is "Division Management". Below the header, there are navigation links: "Choose State", "Choose Division", "PALS Professional Development", and "Division Management". The main content area contains several tiles: "Manage Division Roles" (highlighted with a red circle), "Assessment Calendar", and "PALS District Representative Support". A green arrow points from the "Manage Division Roles" tile to the next screenshot.

Screenshot 3: Manage Division Roles
The interface shows the "Manage Division Roles" page. The header is "PALS Professional Development Division" and the sub-header is "Manage Division Roles". Below the header, there are navigation links: "Choose State", "Choose Division", "PALS Professional Development", "Division Management", and "Division Roles". The main content area contains a section "Add Division Role" with a search bar and a button "Add New Division User" (highlighted with a red circle). A green arrow points from the "Add New Division User" button to the next screenshot.

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Should I download PALS Data Files?

Consider how your district will use the data in these files, and download them as soon as spring scores have been entered.

- A state file including all of the data for SC PreK students is securely shared with SCDE after each assessment period every year. In other words, SCDE already has all of this data.
- District administrators are responsible for ensuring that *your district* has a copy of all student data going back to 2015-16 by downloading PALS Data Files for all years and assessment periods within those years.
- You must download the files before 6-30-23. It will not be possible to access PALS Data Files from the PALS Online System after this date.
- Data files are automatically updated within 24 hours of scores being entered. You may download complete files for spring 2023 the day after your teachers have finished entering spring scores.

Protect student information!

Consider how the student information will be handled.

- **Note that when a PALS data file is downloaded to your computer, you are responsible for complying with all requirements outlined by FERPA (Family Educational Rights and Privacy Act) that protects the privacy of student education records.**
- Files including student information (e.g., PALS data files) must be securely stored.
- Consult with your district's DTC or IT if you have any questions about your district's policies regarding "secure storage of data."
- Remember to delete these files from your computer after they have been moved to secure storage.

PALS Reports - Accessible by teachers *and* administrators

Consider what teachers may want to save and/or share.

- Current-year Classroom and Student Reports are available until 6-30-23.
- These may be printed or saved as .pdf files for student records or for sharing at teacher-family conferences.

CLASS SUMMARY - Fall 2022

Note that the spring developmental ranges are for spring of the four-year-old PreK year only.

School: Demo Training School

Teacher: PreKDemo Teacher-IL

Grade: Pre-K

Assessment Date: 10/02/2018

Total Students in Class: 21

Total Students Assessed: 21

Click column header to sort by students or task.

Student Name	Administration Type	Name Writing	Uppercase Alphabet	Lowercase Alphabet	Letter Sounds	Beg. Sound Awareness	Print & Word Awareness	Rhyme Awareness
MAXIMUM		7	26	26	26	10	10	
Becky PreKdemo								
Caleb PreKdemo			19	7		1		
Debbie PreKdemo		6	26	22	15	10	9	
Ethan PreKdemo		5	26	25	8	10	10	
Fred PreKdemo		4	1			0	0	
Gabby PreKdemo		6	25	20	2	2	4	
Hillary PreKdemo		5	3			7	6	
Isabelle PreKdemo		7	22	17	15	8	6	



These are also considered PII.

Student: Becky PreKdemo

Grade: PreK

Teacher: PreKDemo Teacher-IL

School: Demo Training School

School Year: 2022 - 2023

STUDENT SUMMARY



This report lists all scores entered for the student and PreK developmental ranges. Spring developmental ranges reflect appropriate literacy expectations for four-year-old students who are preparing to start kindergarten.

PALS TASK	MID-YEAR	SPRING	SPRING DEVELOPMENTAL RANGES
Name Writing	6	7	5
Uppercase Alphabet	5	16	12
Lowercase Alphabet			9
Letter Sounds			4
Beginning Sound Awareness	5		5
Print and Word Awareness	8		7
Rhyme Awareness			

Communication within your district and preparing faculty for the transition

Who needs to know?

Consider anyone who may be assuming they'll have access to PALS data next year.



- *School Principals*
- *Preschool and Kindergarten Teachers*
- *Reading Specialists, Literacy Coaches (District-level and School-level)*
- *Special Education Coordinators*
- *Early Childhood Coordinators*

What do I need to communicate?

- **Timeline:**
 - Deadline for entering spring scores = last day of your district's instructional calendar
 - **June 30, 2023** - No more access to the PALS Online System after this date!
- **Materials:** What to do with them, what they include
- **PALS Student & Classroom Reports:** Your district's expectations for what to save, where to file reports (digital or printed), what/when to share with preschool students' families, and deleting downloaded student information from computers (including teachers!).
- **Literacy instruction:** Follow your district's expectations and timeline for using PALS-PreK data to plan and adjust literacy instruction for preschool students.

Reminders about Student Personal Info

Faculty, including teachers, may need to be reminded:

- Student reports that are downloaded or otherwise copied to a faculty's computer must be deleted immediately after printing or storage.
- These reports should never be shared by email (unless by secure link, and afterwards deleted).

Repeat “PALS Retirement” webinars

PALS/Renaissance will be offering two more webinars similar to this one for *all* PALS customers this March and May:

★ Tuesday, March 21 at 4:30 ET

★ Tuesday, May 16 at 4:30 ET

The most important aspect of this transition:

Preschool students continue to learn, and teachers continue to support their learning with effective and data-supported literacy instruction.