


VPK FAST Compliance Check List

Before Progress Monitoring

<input type="checkbox"/>	Complete annual training prior to testing the children. <ul style="list-style-type: none"> VPK Test Administrators Getting Started with FAST Star Early Literacy Assessment (English) VPK Test Administrators Getting Started with FAST Star Early Literacy Assessment (Spanish) 				
<input type="checkbox"/>	Upload these documents to the document library in the portal. <ul style="list-style-type: none"> Training certificate Security agreement Prohibited agreement 				
<input type="checkbox"/>	Know your unique Progress Monitoring windows	School Year	PM1	PM2	PM3
<input type="checkbox"/>	Create a testing schedule that includes actual testing dates (within your unique windows), informing parents of scores/collecting signatures and saving the Star Test Activity Report.				

During Progress Monitoring Window

<input type="checkbox"/>	Download the Star Test Activity Report filtered with your unique windows.
<input type="checkbox"/>	If any children have 3 or more failed practices, update the "Non-Participation" Status Report to either "Failed Practice" or "Non-English Speaker". <i>*Only children with an IEP or 504 plan that states the test is inappropriate for the child, then that child may be placed the Non-Participation Status of "Assessment Inappropriate".</i>
<input type="checkbox"/>	The day before your PM window closes, download the Star Test Activity Report and confirm that all children shows at least either at least 1 complete or 3 failed practices. 

After Progress Monitoring

<input type="checkbox"/>	Once testing is complete, inform parents of each PM results using the Star Parent Report within seven days of testing.
<input type="checkbox"/>	Keep Star Parent Reports signed by the parents for five years at the center.