

# 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"> <li>• VPK Test Administrators Getting Started with FAST Star Early Literacy Assessment (English)</li> <li>• VPK Test Administrators Getting Started with FAST Star Early Literacy Assessment (Spanish)</li> </ul>				
<input type="checkbox"/>	Upload these documents to the document library in the portal. <ul style="list-style-type: none"> <li>• Training certificate</li> <li>• Security agreement</li> <li>• Prohibited agreement</li> </ul>				
<input type="checkbox"/>	Know your unique Progress Monitoring windows	<b>School Year</b>	<b>PM1</b>	<b>PM2</b>	<b>PM3</b>
<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".
<input type="checkbox"/>	<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.