



# ADMINISTRATOR DIRECTIONS FOR TELPAS TESTING ACCOMMODATIONS



Log in to eSTAR at tx.esped.com with your GPISD email and eSTAR password. (you must enter the entire e-mail address)

A screenshot of the eSTAR login page. At the top center is the eSTAR logo, which is the word 'eSTAR' in white on a red banner. Below the logo is a login form. The form has a 'Username' label above a text input field containing '@galenaparkisd.com'. Below the username field is a 'Remember My Username' checkbox, which is checked. Below that is a 'Password' label above an empty password input field. At the bottom of the form is a blue 'Sign In' button.



Click on LPAC Meeting Manager.

A screenshot of the eSTAR application interface. The top header is purple with the eSTAR logo and "powered by Frontline Education". The left sidebar contains a menu with two main sections: "Admin" and "Doc - RTI". The "Admin" section includes items like "Audit History", "Data Upload", "Admin - District", "Admin - LPAC", "Admin - LPAC Data Entry", "Admin - LPAC Reports", "Admin - Portal Shares", "Admin - RTI", "Admin - RTI Reports", "Attachment", "LPAC Meeting Manager", "Mandated Timelines", "Report Bundle Builder", "Roster", "RTI Meeting Manager", "Translate Administration", "Transfer Students", "User Guides and Notices", and "User Security &amp; Enrollment". The "Doc - RTI" section includes "RTI Data Entry", "RTI Records Review", "RTI Service Referral", "RTI Sp. Ed. Referral", "RTI Tier 1", "RTI Tier 2", "RTI Tier 2 Follow Up", "RTI Tier 3", and "RTI Tier 3 Follow Up". The main content area on the right has a red link for "NEW Notices Available". Below this, it shows "Date Posted: 01/28/2019" and "Subject: Coming next: TELPAS!". At the bottom right, there is a circular logo for Galena Park with a green ribbon and the text "EXCELLENCE IN ALL".



## Select New LPAC Meeting



Close Support 1:59:01

**LPAC Meetings**

Search Filters:

Meeting ID:

Reason for Meeting:

Status:

Campus:

Date:

School Year:

« First ◀ Prev Next ▶ Last » No Meetings

MEETING ID REASON FOR MEETING DATE SCHOOL YEAR CAMPUS



[Go to Top](#)

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Fill out the Data Entry Roster Information with the following:

**Meeting ID:** (your campus) TELPAS accommodations

**Reason for Meeting:** State Assessment Review

**Campus:**

**Date:** date meeting to be held

A screenshot of a software interface for entering meeting information. At the top, there are three buttons: "Save", "Save & Open", and "Cancel". To the right of these buttons is the title "LPAC Meeting Information". Below the buttons, the form contains several fields:

- Meeting ID: (campus) TELPAS accommodations
- Reason for Meeting: State Assessment Review (dropdown menu)
- Campus: (dropdown menu)
- Date: (calendar icon) (text input field)
- School Year: 2018-2019 (dropdown menu)
- Status: Scheduled (dropdown menu)

At the bottom of the form, there is a checkbox labeled "Add Default Attendees".



Click on “+students” to see a list of all students at your campus

Close Meetings Return Support 1:59:46

Campus: Reason/Meeting Type: Date: Status of Meeting: School Year: Apply Meeting Info  
Scheduled 2018-2019

Notes:

Meeting Roster Attendees (No Attendees)

You have not added students to this meeting.

+ Students

A large yellow arrow with a black outline points from the left towards the "+ Students" button.



Filter by ELL Status and ELL Indicator  
 If you have access to more than one campus, you can sort by campus  
 You can add extra filters to make it easier to find students

Search Students ⓘ

Saved View: Select one of these views Delete Selected View

ELL Status:  ELL Indicator:

Last Name:  First Name:  Local ID:

Campus:

Other 1:

Show Extra Filters Clear Extra Filters

+ Save as Filter View Clear Filter

---

5 of 31 Students Selected First Prev Next Last LPAC Students:  - 31 of 31

<input type="checkbox"/>	STUDENT NAME	LOCAL ID	CAMPUS NAME	ELL STATUS	ELL INDICATOR
<input checked="" type="checkbox"/>	1. Aguirre, Angela	711871	ACE - GPH	Withdrawn	
<input checked="" type="checkbox"/>	2. Arenas, Anna	754447	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP
<input checked="" type="checkbox"/>	3. Barron Saldana, Adrian	732132	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP
<input checked="" type="checkbox"/>	4. Garcia, Ana	740170	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP
<input checked="" type="checkbox"/>	5. Garcia Puentes, Cosme	755987	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP
<input type="checkbox"/>	6. Garcia Puentes, Omar	755986	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP
<input type="checkbox"/>	7. Granados Caal, Karla	755682	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP
<input type="checkbox"/>	8. Guerra Gomez, Andrea	758363	ACE - GPH	Withdrawn	
<input type="checkbox"/>	9. Guerra Gomez, Carlos	758360	ACE - GPH	Withdrawn	
<input type="checkbox"/>	10. Hernandez, Jesus	712325	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP
<input type="checkbox"/>	11. Irias Cabrera, Margie	756033	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP
<input type="checkbox"/>	12. Lopez Orozco, Yajayra	755646	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP
<input type="checkbox"/>	13. Lugo, Maria	754581	ACE - GPH	Withdrawn	1 - LEP
<input type="checkbox"/>	14. Maldonado, Javier	726831	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP
<input type="checkbox"/>	15. Maldonado Reyes, Francisco	724805	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP
<input type="checkbox"/>	16. Martinez, Dianiz	711067	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP
<input type="checkbox"/>	17. Martinez, Victor	715410	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP
<input type="checkbox"/>	18. Moreno Hernandez, Estefani	758275	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP
<input type="checkbox"/>	19. Olvera, Jose	720060	ACE - GPH	Exited - Monitoring	S - Second Year Monitor
<input type="checkbox"/>	20. Pacheco, Ivan	212818	ACE - GPH	Withdrawn	1 - LEP
<input type="checkbox"/>	21. Perales, Alexander	744070	ACE - GPH	Re-enrolled - Pending LPAC Meeting	S - Second Year Monitor

To add students to your roster, click on the box next to their name and click "Add to Roster"

\*\*If you get to the bottom of the page, you must add those students before going to the next page of students. Once all are added, click "Return to Roster"



1: [Search Box]

Filters Clear Extra Filters

+ Save as Filter View Clear Filter

No Students Selected

Success!

You have successfully added 3 students to your roster!

Do you want to:

Return to roster

STUDENT NAME	LOCAL ID
bazan, Leslie	739855
or, Shahan	709481
onz	
vevedo Espinal, Jury	758798
vevedo Martinez, Lucero	710914
guayo, Jailene	704523
guilar, Dilcia	719083
guilar, Estephania	714506
guilar, Sthefannia	733435
guilar Capetillo, Valentina	723297

Once all are added, click "Return to Roster"

Close Rosters Support 19:45

After all students have been added, you will click on the first student's name which will bring up the FERPA box.

English I Special Provisions Dec 2018 Screen: LPAC: State Assessment Review Date: 01/22/2019

Campus: ACE - GPH

Show Roster Batch Print/Archive Admin LPAC Reports

Data Entry Roster Include Students on Roster Clear All Students Printable View Copy Meeting Roster

Students: 1 - 5 of 5

	STUDENT NAME	LOCAL ID	CAMPUS NAME	ELL STATUS	ELL INDICATOR	GRADE	HOMEROOM
	Aguirre, Angela	711871	ACE - GPH	Withdrawn		11	
2. X Remove	Arenas, Anna	754447	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP	11	
3. X Remove	Barron Saldana, Adrian	732132	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP	10	
4. X Remove	Garcia, Ana	740170	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP	11	
5. X Remove	Garcia Puentes, Cosme	755987	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP	10	

Go to Top



anna	754447	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP	11
ldana, Adrian	732132	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP	10
na	740170	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP	11
entes, Cosme	755987	ACE - GPH	ELL/LEP - ESL or Bilingual Program	1 - LEP	10

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 record.

- 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

Click on one of the FERPA reasons.





E-STAR will automatically go to screen 8 (State Assessment Review)

This screenshot shows the top portion of the E-STAR interface. At the top, there are navigation buttons: "Save", "Close", "Previous", "Next", "Return to Roster", "Reports", "Preview", and "Support". Below these are buttons for "Previous Student" and "Next Student". A dropdown menu shows "Screen: 8. LPAC: State Assessment Review" and "Application: LPAC Data Entry". There are also fields for "Date of LPAC Meeting", "Reason for Meeting", "EL Status" (set to "Withdrawn"), and "EL Indicator". At the bottom of this section are buttons for "LPAC Info", "Assessment Results", "LPAC Attendees", "School/Class Schedule - Six Week", "School/Class Schedule - Nine Week", and "Parent Contact Log". A section titled "TESTING INFORMATION" is visible below.

Scroll down to find TELPAS section

Make appropriate selections

Document additional comments in the box provided as needed.

This screenshot shows the "Testing Grade and Year" section of the E-STAR interface. It includes dropdown menus for "Testing Grade Level" (set to 07) and "Testing Year" (set to 2018-2019). A button "Set all Domains to 'Participating'" is present. Below this is the "TELPAS (Grade 07 - Testing Year 2018-2019)" section, which has four dropdown menus for "Listening:", "Speaking:", "Writing:", and "Reading:", all set to "Participating". There is a text area for "Additional TELPAS Information:". Below that is the "Selected Accommodations:" section, which states "There are no accommodations selected. Press the 'Manage Accommodations' button to select or modify accommodations." and includes a "Manage TELPAS Accommodations" button. At the bottom, there is a section for "STAAR (Grade 07 - Testing Year 2018-2019)" with a note: "If necessary, Alicemar can also take a STAAR EOC assessment that is not required for the current testing grade."



Scroll back to top and select "Next Student"



Save Close Previous Next Meeting Roster Return Reports Preview Support 1:58:39

Previous Student Next Student

Screen: 8. LPAC: State Assessment Review Application: LPAC Meeting Manager

Date of LPAC Meeting: Reason for Meeting:

EL Status: ELL/LEP - ESL or Bilingual Program EL Indicator: 1 - LEP

LPAC Info Assessment Results LPAC Attendees School/Class Schedule - Six Week School/Class Schedule - Nine Week Parent Contact Log

### 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 EL 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:

#### LPAC Assessment Recommendations

Eligibility for STAAR English I Assessment Special Provision



Once all students have been reviewed, go to top of the page and select "Meeting Roster"



1:59:55

Screen: 
 Application:

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Date of LPAC Meeting: 
 Reason for Meeting:

EL Status: 
 EL Indicator:

### TESTING INFORMATION

Years in US Schools (grades 1-12):

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 EL 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:

**LPAC Assessment Recommendations**

LPAC Comments/Meeting Notes:



### Select Default Attendees

(you can add/remove LPAC members as needed)

Meeting Roster      Attendees (6 Missing Signatures)

Select Action      No Attendees Selected            + Attendees      + Default Attendees

<input type="checkbox"/>	 Cecilia Meza LPAC Campus Administrator	<input type="text" value="Click to Sign"/>
<input type="checkbox"/>	 Claudia Trevino Bilingual Teacher	<input type="text" value="Click to Sign"/>
<input type="checkbox"/>	 Leticia Moreno ESL Teacher	<input type="text" value="Click to Sign"/>
<input type="checkbox"/>	 Monica Tamez LPAC Parent Representative	<input type="text" value="Click to Sign"/>



This box will appear. If you have a Chromebook, it will be easier to sign digitally. Click Save and your signature will be added. (you must sign the document, **DO NOT** Type it)



Eligibility Criteria under 19 TAC §101.1007

[Save](#) [Cancel](#)

Print your name:

Select Design: DancingScript-Regular ▾

*Please Sign Here*

[Type It](#) [Draw It](#) [Clear](#)

By clicking the 'Save' button, you acknowledge and understand that your electronic signature on this document is legally binding to the same extent as a hand written ink signature on a paper document.



After signing, you save here and press return



Save Return Reports Preview Support Clear All 18:45

If checked, print the Eligibility for STAAR English I Assessment Special Provision report

### Eligibility for STAAR English I Assessment Special Provision

Eligibility for the special provision under 19 TAC §101.1007 is to be determined by the LPAC and documented in the student's permanent record file.

- Complete this form to document that eligibility criteria are met.
- Keep the completed form in student's permanent record file.
- Provide a copy to the campus testing coordinator.

Name of District Personnel Completing Form:  School Year:

Position:  Date:  Grade:

#### English I End-of-Course Assessment Special Provision under 19 TAC §101.1007

An ELL who meets the eligibility criteria below shall not be required to —  
retake the assessment each time it is administered if the student passes the course but fails to meet the passing standard.

#### Eligibility Criteria under 19 TAC §101.1007

The provision applies to an ELL enrolled in an English I or an English for Speakers of Other Languages (ESOL) I course if the ELL—

- has been enrolled in U.S. schools for three school years or less or qualifies as an unschooled asylee or refugee enrolled in U.S. schools for five school years or less, and
- has not yet attained a TELPAS advanced high reading rating.

An ELL whose parent or guardian has declined bilingual/ESL program services is **NOT** eligible for this provision.

**Complete prior to receipt of test scores (before test administration if possible)**

1. Indicate when the English course and assessment the student meets the eligibility criteria for will be taken. Note that this form is applicable only to the course the student is currently taking.  
English I/ESOL I course and English I end-of-course assessment  
Course participation from:  to:   
Assessment date:

2. Sign below to affirm that the student qualifies for the special provision for the course and assessment checked above and that school personnel have explained the provision to the student.

Designated LPAC Member:  Date:  *Fake*  
*Click to sign*

Student's Teacher for Applicable Course <sup>1</sup>:  Date:  *Fake*