



# Late Score Entry Policy and Procedures

## Traditional Score Entry Only

**Entering PALS scores into the PALS Online System after the published score entry window deadline is available for scores entered via Traditional Score Entry. Late score entry is subject to a fee and the following procedures must be followed.**

1. Late Traditional Score Entry scores that need to be entered or changed must be clearly documented on paper with the following information:

- District/Program, name and state
- School name
- Teacher name
- Student name(s)
- Completed Class Summary Sheets (all data fields required)
- Screening window (i.e. Fall 2014) for which scores are to be entered
- Sender name, phone, and email address

\*If any of the above is missing or is incomplete, scores cannot be entered.

2. Late scores can only be entered for Traditional Score Entry. Late Score Entry is not available when the Online Assessment Wizard is required. See chart below.

3. Please retain a copy of the late scores for your records.

4. Late scores can only be entered for students on the teacher's class list in the PALS Online System.

5. Payment (check or purchase order) of \$50 per teacher/classroom must accompany the late score entry request.

<b>PALS Assessment</b>	<b>Traditional Score Entry Available?</b>	<b>Late Score Entry Available?</b>
<i>PALS-PreK</i>	Yes	Yes
<i>PALS-K</i>	Yes	Yes
<i>PALS 1-3</i>	Yes	Yes
<i>PALS Plus (1-3)</i>	Yes	Yes
<i>PALS Plus (4-8)</i>	No	No
<i>PALS español K</i>	No	No
<i>PALS español 1-3</i>	No	No

6. Please submit late scores via Fed Ex or UPS to ensure confidentiality of student information to:

PALS Marketplace, a Division of CaseNEX, LLC  
 2421 Ivy Road, Suite 310  
 Charlottesville, VA 22903