



ISTEP+ 2018-2019 Parent Portal Communications Guide for Corporation and School Test Coordinators (CTC/STC)

Accessing Claim Codes and Using the Parent Communication Template

To assist the families of your students in accessing their students' ISTEP+ 2018-19 results, reviewing responses to Part 1 open-ended items, and submitting rescore request when applicable, schools and school corporations will be responsible for distributing confidential, personalized "Claim Codes" for each student that participated in the ISTEP+ 2018-19 assessments.

Parent Portal Claim Codes for your schools are made available to download from PearsonAccess^{next} according to the dates listed in the ISTEP+ Timeline of Important Events for 2018-2019. Student demographic data are included to help you ensure that the right codes are distributed to the correct families. Please note that family contact information and mailing addresses are not included on the Claim Code files, as that information has not been provided to Pearson. You may distribute Claim Codes via any communication method your school(s) might normally use. Claim codes provide access to FERPA-protected student data, so please handle with care.

To facilitate this task, if you wish, you may use the Parent Portal Communication Template. This template contains embedded fields that can be used in conjunction with your Claim Code file(s) to perform a mail merge using Microsoft Word.

Downloading Claim Code Files

Users with the Corporation Test Coordinator (CTC) or School Test Coordinator role in the PearsonAccess^{next} will be able to view and download Claim Code files by school or, with proper access, for all schools within a school corporation. To do so, use the following steps:

- Log in to the PearsonAccessnext at <http://in.pearsonaccessnext.com/>.
- Select the appropriate ISTEP+ administration from the menu at the top of the screen.
- Select **Operational Reports** from the **Reports** menu or home page drop-down.
- Select the check box next to **Students & Registrations**.
- Select the **Claim Codes** report at the top of the Students & Registrations report group.
- From the Claim Codes report screen, select a school from the **Filtered Organization** drop-down, or leave the selection blank to run the report for all schools.

- Select **Download CSV** to retrieve a Claim Code file in .CSV format.
- If you select Download CSV, a file with “Claim codes” at the beginning of the file name will be automatically downloaded to your browser’s Downloads folder. This file can be opened with Microsoft Excel or most other spreadsheet or database programs for further manipulation, if desired.
- Select **Exit Report** when you are finished.
- After adjusting for appropriate column width, the Claims Code file would appear as follows, if opened in Microsoft Excel:

Organization	IDOE SAMPLE CORPORATION (9999-0000)											
Test Administration	Indiana > 2018 - 2019 > ISTEP+ Grade 10 Retest Winter 2018											
Filtered Organization	IDOE SAMPLE SCHOOL A (9999-9991)											
Org Code	Corporation Code	School Co	School Name	Grade	Claim Code	Student Test Number (STN)	Corporation Student ID	Last Name	First Name	Middle initial	Date of Birth	Gender
9999-9991	9999	9991	IDOE SAMPLE SCHOOL A	11	29vTRrsKgTvF	999918026		SAMPLE	STUDENTA		8/11/2002	F
9999-9991	9999	9991	IDOE SAMPLE SCHOOL A	11	565UeeIEf4qj	999918024		SAMPLE	STUDENTB		3/1/2002	M
9999-9991	9999	9991	IDOE SAMPLE SCHOOL A	11	7T2eY2Vjv7	999918022		SAMPLE	STUDENTC		6/5/2002	M
9999-9991	9999	9991	IDOE SAMPLE SCHOOL A	11	D4cfCTsqxhC9	999918020		SAMPLE	STUDENTD		12/30/2001	M

- In order to use your Claim Code file(s) for a Mail Merge with the Parent Portal Communication Template, delete the first three rows so that the column headings are in row 1 and save in either Excel or .CSV format.

Using Microsoft Word Mail Merge to Generate Parent Letters

The parent communication template provided is a Microsoft Word Document (.docx) format. If you choose to use it with another word processing or desktop publishing system, you will likely need to re-add the mail merge fields.

If you desire, you may reformat the Parent Communication Templates or personalize them by adding your own letterhead, logos, and any additional messaging you feel is appropriate. If you choose to do so, please retain the information and guidance we have provided in these templates as well.

After opening the template in Microsoft Word, you can use the following functions under the “MAILINGS” menu to connect with your Claim Code file(s) and preview your parent letters:

- **Select Recipients/Use an Existing List** – use this function to select the Claim Code file you wish to use as the data source for your mail merge.
- **Highlight Merge Fields** – use this function to more easily locate and identify the merge fields in each template.
- **Preview Results** – use this function to toggle between the template view and a preview of how the parent letters will appear with student data.
- **Finish & Merge** – use this function to generate a letter for each record in the Claim Code file you are currently using. Use the **Edit Individual Documents** option to create a new document containing a copy of all parent letters generated so you can save them for later use or for individual reprints.

