

ISTEP+ 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' Winter 2017 ISTEP+ results, reviewing responses to Part 1 open-ended items, and submitting rescore request, schools and school corporations will be responsible for distributing confidential, personalized "Claim Codes" for each student that participated in the Winter 2017 ISTEP+ assessment.

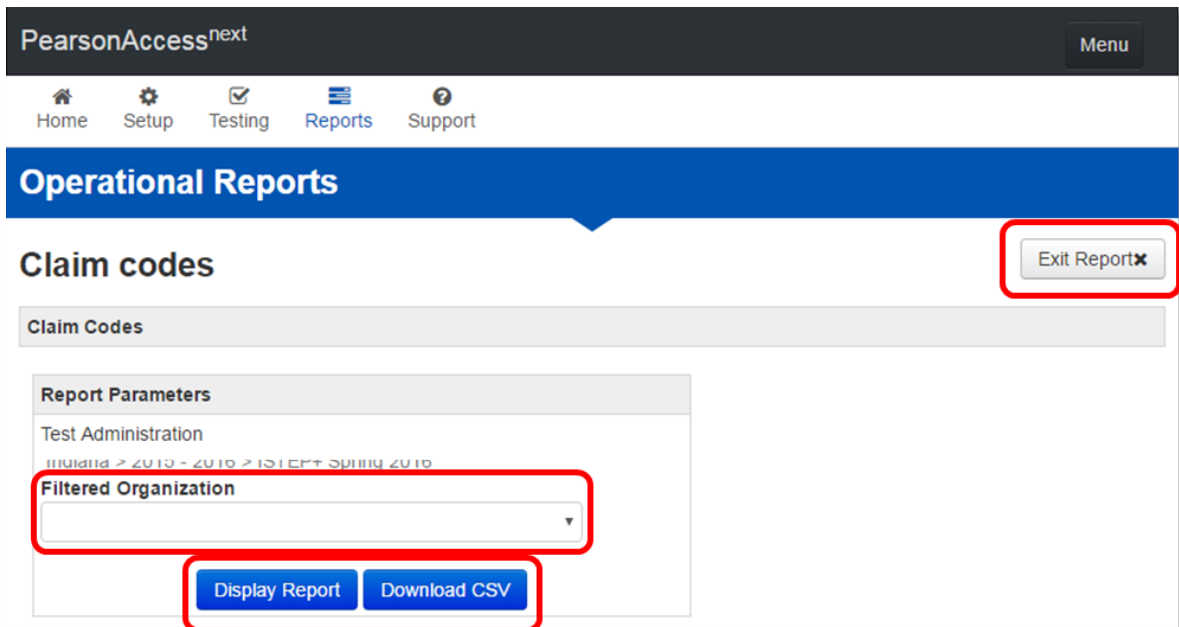
Parent Portal Claim Codes for your schools were available to download from PearsonAccess^{next} beginning on December 18, 2017. Student demographic data are included to help you ensure that the right codes are distributed to the correct families. Please note that family contact information and mailing 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, either electronically or via hard copy.

To facilitate this task, if you wish, you may use the accompanying 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.

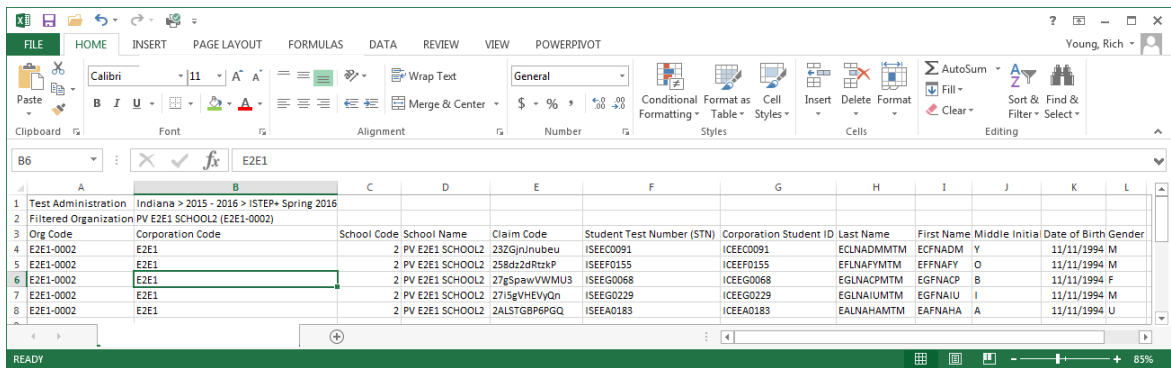
Downloading Claim Code Files

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 ISTEP+ Winter 2017 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 **Display Report** to view a list of student demographic data and claim codes on-screen, or 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:



Org Code	Corporation Code	School Code	School Name	Claim Code	Student Test Number (STN)	Corporation Student ID	Last Name	First Name	Middle Initial	Date of Birth	Gender
E2E1-0002	E2E1	2 PV E2E1 SCHOOL2	232Gjnubeu	ISEEC0091	ICEEC0091	ECLNADMMTM	ECFNADM	Y		11/11/1994	M
E2E1-0002	E2E1	2 PV E2E1 SCHOOL2	258dz2dRtzK	ISEEF0155	ICEEF0155	EFLNACYMTM	EFFNACY	O		11/11/1994	M
E2E1-0002	E2E1	2 PV E2E1 SCHOOL2	27gSpawVWMU3	ISEEG0068	ICEEG0068	EGLNACPMTM	EGFNACP	B		11/11/1994	F
E2E1-0002	E2E1	2 PV E2E1 SCHOOL2	2715gVHEVYQn	ISEEG0229	ICEEG0229	EGLNAIUMTM	EGFNAIU	I		11/11/1994	M
E2E1-0002	E2E1	2 PV E2E1 SCHOOL2	2ALSTGBpPGQ	ISEEA0183	ICEEA0183	EALNAHAMTM	EAFNAHA	A		11/11/1994	U

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

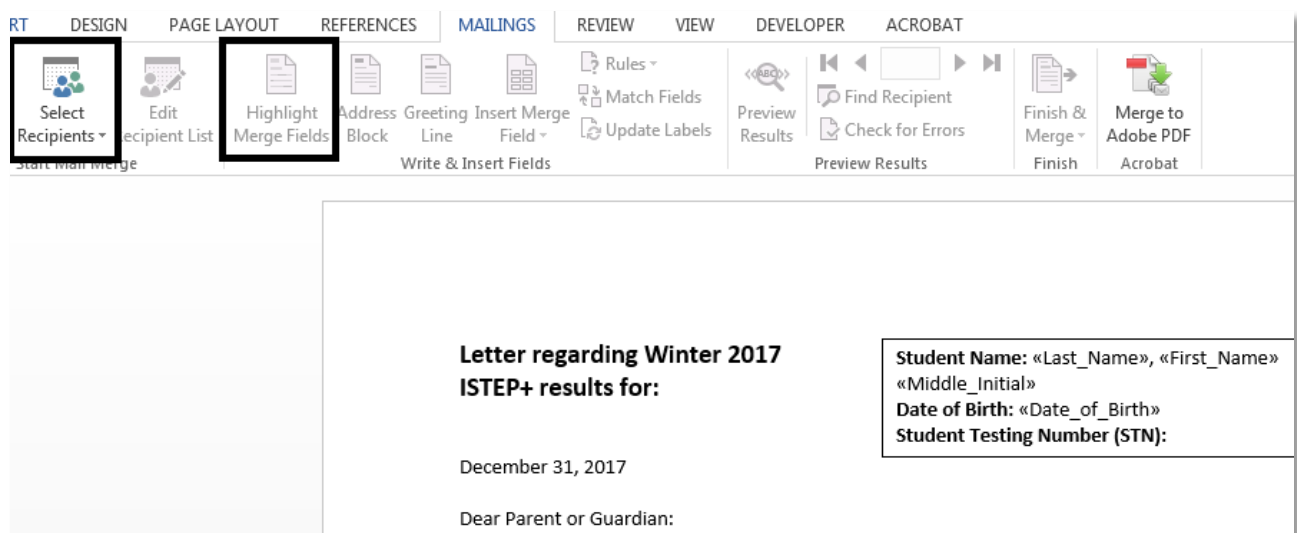
Using Microsoft Word Mail Merge to Generate Parent Letters

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.



The screenshot shows the Microsoft Word ribbon with the 'MAILINGS' tab selected. Two buttons are highlighted with red boxes: 'Select Recipients' and 'Highlight Merge Fields'. Below the ribbon, a preview of a parent letter is shown. The letter text is as follows:

**Letter regarding Winter 2017
ISTEP+ results for:**

December 31, 2017

Dear Parent or Guardian:

Student Name: «Last_Name», «First_Name»
«Middle_Initial»
Date of Birth: «Date_of_Birth»
Student Testing Number (STN):