VPK FAST Testing Reminders

1. All providers are now under one Renaissance Testing Site. Please bookmark the new testing site page to login on your web browser: https://global-zone05.renaissance-go.com/welcomeportal/7957988.

2. For your testing window dates, you can use the link below to access our website and our new automated system. This is updated weekly. Please remember, any changes to your classroom calendars can impact your progress monitoring dates, please verify these dates anytime you have a calendar change. Please visit:

    https://www.ecs4kids.org/programs/vpk/providers/progress-monitoring/

    **You will need the email address (username) you used for Renaissance and your provider ID.

3. VPK Program Administrators will need to ensure that their **Provider Portal is up to date** throughout the program year. This includes the VPK applications and the child enrollments. **All program changes must be made in the Provider Portal and may take up to 48 hours to reflect in the Renaissance site. Changes cannot be made in the Renaissance site.**

4. Please ensure you are checking your STAR Activity Test report for children showing as not tested periodically before your testing window ends. Make sure children who need to be marked as non-participation are done so within Renaissance. If the child was not tested for any other reason you must keep documentation as to why the child was not tested.

5. Please run the STAR Test Activity report at the end of each testing window for your files. Please enter the custom dates (the PM window start and end date) so the correct information will be shown on the report for that testing window. Please ensure to check the Non-Participation status button when running the report so the children with the Non-Participation status will also show on the report. These are to be kept by the provider for 5 years.

6. Providers are required to provide student performance results to the family within 7 calendar days of each PM administration using the **Star Parent Report**. The Star Parent Report provides a printable and customizable informational letter for parents or guardians and is available in **English** and **Spanish**. The parent letter along with proof the parent letter was given to the parent within 7 days must be kept on file at the providers facility for 5 years. These may also be requested for monitoring purposes. The link to running instructions can be found here: https://help2.renaissance.com/reports/25027.
    **Parents can also view their childs scores in the DEL Family portal by logging into their account and clicking the VPK FAST SCORES button.

7. Any child enrolled during the Progress Monitoring window will need to be assessed in Renaissance before the end of the testing window. This may include child enrollment transfers due to ownership changes, as well as children transferring from one provider to another.

8. If a person needs to have School Admin access in Renaissance, they must be added as an external user in the provider portal.

9. Providers MUST keep copies of the parent letters for all PM windows for all children along with documentation showing the parent received the letter within 7 days of the date if the child's test date. These are part of the 5-year records retention per the contract.