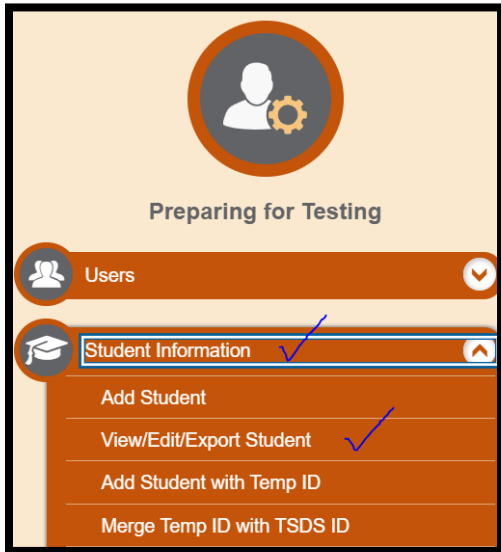


INSTRUCTIONS ON HOW TO MANUALLY UPDATE YEARS IN U.S. SCHOOLS

1. Go to www.texasassessment.gov
2. Select the TESTING PERSONNEL Tab
3. Click on Test Information Distribution Engine (TIDE)
4. From the **ORANGE area** click on STUDENT INFORMATION followed by VIEW/EDIT/EXPORT

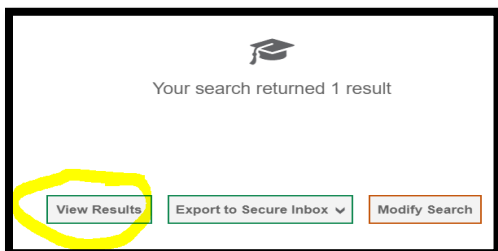


5. From this screen you may enter a student identifier to locate the student for which an update is needed and click SEARCH

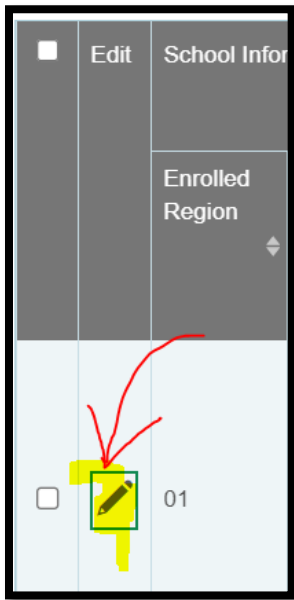
The screenshot displays the search interface for a student. The form includes the following fields and options:

- *Enrolled Region: REG 01 EDUCATION SI
- *Enrolled District: BROWNSVILLE ISD - 0
- *Enrolled Campus: AIKEN EL - 031901133
- TSDS ID: [Redacted]
- Student's Last Name: [Redacted]
- Student's First Name: [Redacted]
- Grade: None selected
- Gender: Male Female
- PEIMS ID: [Redacted]

6. Click on VIEW Results



7. Now, CLICK on PENCIL Icon



8. You have been directed to the student's demographic page. The entire section is divided with **BLUE HEADERS**. Scroll down to the **Additional Student Information** header and locate the Years in U.S. Schools area. Use the drop down arrow to select the applicable number.

A screenshot of a web form titled 'Additional Student Information'. The form contains various dropdown menus and checkboxes. The 'Years in U.S. Schools' dropdown is highlighted in yellow. The 'TELPAS Rater A (Relationship)' and 'TELPAS Rater B (Collaboration)' fields are circled in red. Other fields include 'Emergent Bilingual Indicator Code', 'Bilingual Program Type', 'ESL Program Type', 'Migrant', 'Parental Denial', 'Unschooling Asylee / Refugee Code', 'Interrupted Formal Education Code', 'High School Equivalency Program (HSEP)', 'Texas Migrant Interstate Program (TMIP)', 'New to Texas', 'Special Ed Indicator Code', 'Section 504 Indicator Code', 'Gifted / Talented', 'Economic Disadvantage', 'Title 1 Part A', and 'At-Risk Indicator'.

Important note: In this same screen each Campus Testing Coordinator will also be able to perform the following tasks:

- 1) Document the TELPAS Rater A Relationship and Rater B Collaboration information.
- 2) Document the NEW to TEXAS.