

Student Profile: Evaluation and Assessment Plan forms FAQ

1. I have a student profile: evaluation form that I have completed on a student who is a Senior but it is showing on the form that he is a Junior. In my student profile it shows that he is a Senior but I can't edit the grade on that one form. How can I get this switched before I send in the final copy? I am wondering---could it be that when I initially started on this student profile he may still have been listed as an 11th grader but since has been rolled over as a 12th/senior?

The reason the student profile shows the student as a Senior and the forms shows them as a Junior is because STARS updated the profile after the form was created. To correct the grade, you can click on the link that says *update from profile* or if there is a statement that says "Information in the student profile has changed. Update the following document field(s)?" click on the link that says *update document now*. This will update the grade and any other information that is pulled from the student profile into the student profile: evaluation form. We recommend that you update from the profile before you enter any data to prevent losing anything that you may have already entered.

If you have already entered data and are now getting the prompt that the student profile has changed and you are concerned about losing your data, you can recreate the form. The easiest way to do this without reentering all of the information is to select the Student Profile: evaluation form from the documents drop down and in the next screen check the box that says to copy information from another document. The next screen will provide a list of documents to copy from. Select the form you want to copy from and in the next screen it will ask you what section to copy. Because this form has only one section, check the only box and then click accept. It will then create the form with the current grade in the profile. You may need to update the date and verify that all of your information copied ok.

2. When I go to the Assessment Plan form, the form doesn't go beyond considerations for nonbiased assessments.

The Student Profile: evaluation form must be created and saved before the Assessment plan can be created. The Student Profile: Evaluation does not need to be finalized in order for the information to flow to the Assessment Plan.

3. When I try to print an assessment plan or the student profile forms, I get a message to change to landscape. It is already set at landscape, and I would rather print portrait if possible.
Even if you switch it, you get the message and are unable to print through TIENET.

These 2 forms are landscape by default and the printer settings are probably portrait. To change the layout from landscape to portrait or vice versa, click on file – page setup in the internet browser and change it to the layout you prefer and click ok. Then click on file – Print in the internet browser to print the document.

4. The "Assessment Plan" form seems to be incomplete. When you complete what is on the form, it refers you to an "Assessment Procedures" section which is not showing up.

You need to complete the Student Profile: Evaluation form first. Then any questions that you put in the additional information fields will show up on the Assessment form along with the Assessment procedures section.

5. I received an email regarding being able to access the Assessment Plan. Once we have typed a student profile, we are unable to type on the assessment plan. We have clicked on boxes and continue to not be able to access this document. We cannot find a text box.

[See the response to question number 2 above.](#)

6. If they are doing a preschool student they need to do an ECSE Student Profile instead of Student Profile. Otherwise the student profile will override the ECSE Student profile data.
7. Some of our staff are having some difficulties with deleting the Student Profile: Evaluation because they have opened two by mistake and are trying to delete the extra one. That option won't be available until there is something typed in all of the required boxes, including the check box at the top. It doesn't always seem to work this way but often. Are we missing something?

[You need to be out of edit mode in order to delete the form. Rather than clicking *save*, *done editing*, click *cancel* and you will then be able to delete the form.](#)

8. The Assessment Plan is linked to the newest Student Profile: Evaluation form. If that is not the one they want, is there a way to link it to a different one without deleting the Assessment Plan? The Student Profile: Evaluation won't go if it is already linked to an Assessment Plan.

[There is no way to select which student profile the assessment plan should link to. It is designed to select the most recent. If you have deleted the most recent student profile, it would be best to create a new assessment plan. To do so without needing to reenter the data, you can check the box that says copy from and select the last Assessment plan \(follow the steps for copying a form in question 1\). Once you have created the new one, go back and delete the old Assessment plan.](#)