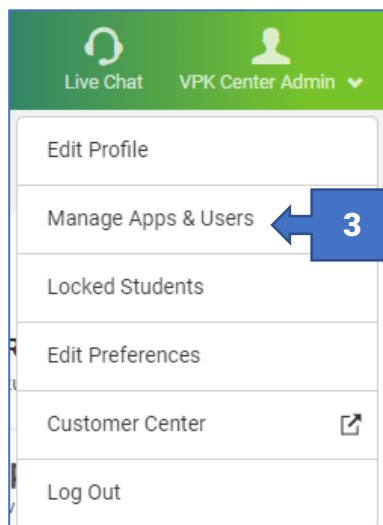
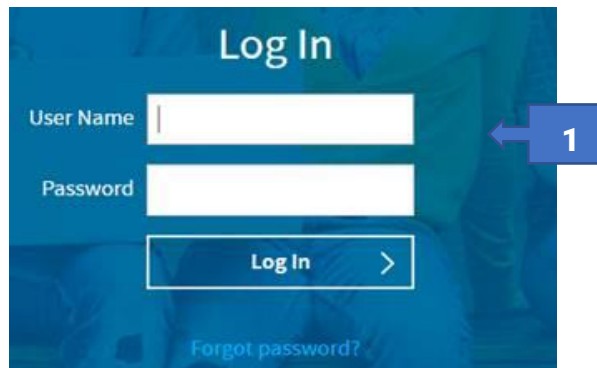


# RENAISSANCE

## Adding Non-Participating characteristics

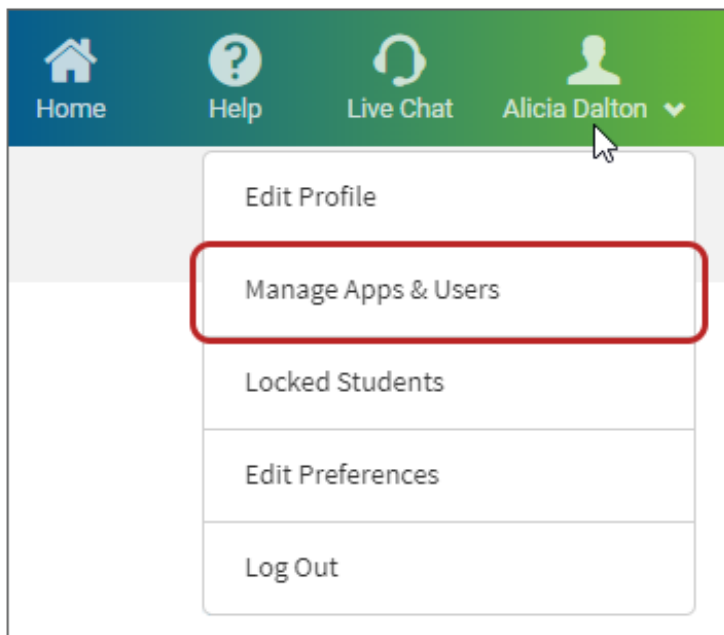
*Selecting a reason why your student did not test.*

If you have a student that does not test in the VPK Pilot site, please select the reason in the software. A child should not have a score and reason why they did not test.

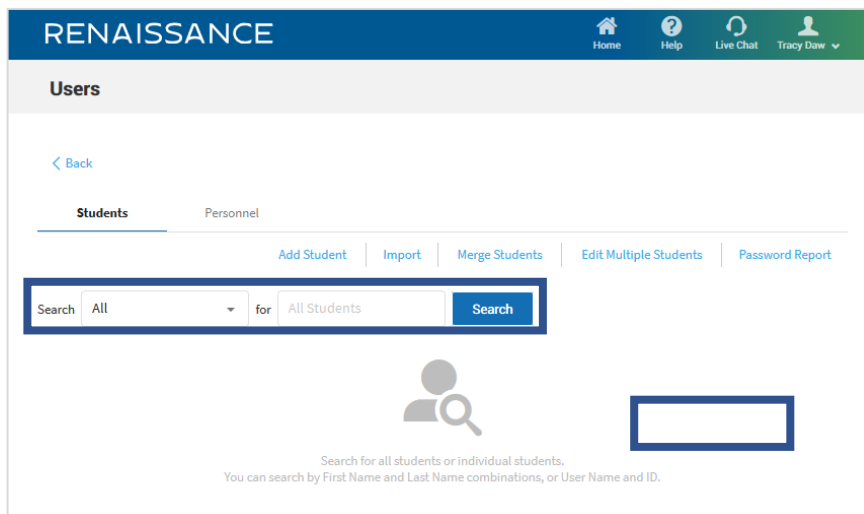


1. Log in to Renaissance with your school administrator or teacher account.
2. On the Home page, select your account name in the upper-right corner
3. In the drop-down list, select **Manage Apps & Users**

4. On the Manage Apps & Users page, select **Users**.



5. Type the name of the child that did not test and select search.



6. Select the student that did not test.

The screenshot shows the Renaissance 'Users' page. At the top, there is a navigation bar with 'RENAISSANCE' on the left and 'Home', 'Help', 'Live Chat', and 'Tracy Daw' on the right. Below the navigation bar, the 'Users' section has a 'Students' tab selected. There are buttons for 'Add Student', 'Import', 'Merge Students', 'Edit Multiple Students', and 'Password Report'. A search bar contains 'All' in a dropdown and 'All Students' in the input field, with a 'Search' button. Below the search bar is a table of students. The first row, 'Alabama, Andre', is highlighted with a blue box. The table has columns for Student Name, User Name, ID, Grade, Course, Class, and Teacher. A note '\* Students enrolled in multiple schools' is visible on the right side of the table.

Student Name ↑	User Name	ID	Grade	Course	Class	Teacher
Alabama, Andre	Alabama9	Alabama9	Kindergarten	Training	Kindergarten	Alabama, Teacher
Alabama, Andrey	Alabama27	Alabama27	Kindergarten	Training	Kindergarten	Alabama, Teacher
Alabama, Angelina	Alabama18	Alabama18	Kindergarten	Training	Kindergarten	Alabama, Teacher
Alabama, Astrid	Alabama2	Alabama2	Kindergarten	Training	Kindergarten	Alabama, Teacher

7. Select the characteristic tab. Select one of the reasons outlined in blue. Select Save.

The screenshot shows the 'Characteristics' tab for a student. The 'Characteristics' tab is selected and highlighted with a blue box. Below the tabs, there is a list of characteristics with checkboxes. A blue box highlights the 'VPK Non-Participation' reasons. At the bottom, there are 'Save' and 'Cancel' buttons.

- Americans With Disabilities (ADA)
- At-Risk Students
- Bilingual Education
- Dyslexic
- English as a Second Language (ESL)
- Free Lunch
- Gifted/Talented
- Learning Disabled
- Limited English Proficiency (LEP)
- Migrant
- Non-resident Alien
- Physically Disabled
- Reduced-price Lunch Program
- Special Education
- Title I
- VPK Non-Participation - Entered day 31 or later
- VPK Non-Participation - Excessive absences
- VPK Non-Participation - Hearing Impaired
- VPK Non-Participation - Non-English Speaker
- VPK Non-Participation - Physically Disabled
- VPK Non-Participation - Student Distress
- VPK Non-Participation - Student no longer enrolled in school
- VPK Non-Participation - SWD (Screening Inappropriate)
- VPK Non-Participation - Unable to complete sample items
- VPK Non-Participation - Visually Impaired

Note: The characteristics below in red should not be selected. These are not used for the VPK Pilot program.

Details **Characteristics** Enrollment Delete Student

Americans With Disabilities (ADA)

At-Risk Students

Bilingual Education

Dyslexic

English as a Second Language (ESL)

Free Lunch

Gifted/Talented

Learning Disabled

Limited English Proficiency (LEP)

Migrant

Non-resident Alien

Physically Disabled

Reduced-price Lunch Program

Special Education

Title I

VPK Non-Participation - Entered day 31 or later

VPK Non-Participation - Excessive absences

VPK Non-Participation - Hearing Impaired

VPK Non-Participation - Non-English Speaker

VPK Non-Participation - Physically Disabled

VPK Non-Participation - Student Distress

VPK Non-Participation - Student no longer enrolled in school

VPK Non-Participation - SWD (Screening Inappropriate)

VPK Non-Participation - Unable to complete sample items

VPK Non-Participation - Visually Impaired

Save Cancel