



Instructions for STAR Pre-Identified Documents

The information contained in your pre-identified (Pre-ID) file has been printed on the front of the test booklet/answer document in the form of a bar code. (See the sample on the back of this page.) Note that your district STAR coordinator should have provided directions for hand-marking any demographic fields that have not been pre-identified.

Instructions for using Pre-ID test booklets and answer documents are as follows:

1. **Do not alter** any information on a Pre-ID test booklet/answer document. If the demographic data have changed for the student, refer to the following, as appropriate:
 - If the student has moved to another group or teacher within a school, use the same Pre-ID document for that student.
 - If the student has moved to a new school in a new district, the Pre-ID document **cannot be used**. If the Pre-ID document is a test booklet, write “**VOID—Student Moved Before Test**” on it and return it with the school’s nonscorable materials. If the Pre-ID document is an answer document, destroy it securely.
 - If the student has moved to a new school within the same school district, either (1) the district may obtain a new Pre-ID label for the student by using the “Transfer” function of the STAR Management System; or (2) the Pre-ID document may be transferred to the new school. The test site coordinator should use the procedures established by the school district to advise the district STAR coordinator of the student’s move and obtain instructions from the district STAR coordinator as to what should be done with the Pre-ID document (e.g., transfer the document to the new school, return the Pre-ID test booklet with nonscorables, or destroy the answer document securely).
 - If any demographic information has changed for the student, the Pre-ID document still can be used. The test site coordinator should use the procedures established by the school district to advise the district STAR coordinator of any demographic changes for the student. This is because the district STAR coordinator will need to update the information during extended Pre-ID data corrections.
2. When the booklets/answer documents are returned for scoring, the hand-marked and Pre-ID documents are to be packaged together under the same School and Grade Identification (SGID) sheet for each testing group.
3. Do not be concerned about minor inconsistencies in print quality; all care has been taken to ensure that the Pre-ID information is scannable.

Please direct any questions about using Pre-ID documents to your district STAR coordinator, who should contact the STAR Technical Assistance Center at 800-955-2954.



