



ACT Plan Maintenance

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This page allows you to view and update a student's ACT Plan data. Alternatively, you can use the Import Test Scores utility to import ACT Plan data.

A student is considered to have outstanding performance on the assessment if at least two of the four scores qualify for the college readiness benchmark score:

- English: 15 or greater
- Math: 19 or greater
- Reading: 18 or greater
- Science: 20 or greater

Required fields:

The following fields must be entered in order to save an ACT Plan record:

- **Test Dt**
- **Ed Level**
- **Test Loc**

Update data:

Select a student.

☐ To retrieve a student's records, select the student in one of the following ways:

Student	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none">• Last name, comma, first name (smith, john)• Last name initial, comma, first name initial (s,j)• Comma, first name (,j)
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Texas Unique Student ID	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>TWEDS Data Element: TX-UNIQUE-STUDENT-ID (E1523)</p> <p>If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.</p> <p>Review the Assign a TSDS Unique ID guide for additional information.</p>
Directory (photo)	<p>Click to select a student from the Directory.</p> <p>If a photo exists for the student, the student photo is displayed.</p> <p>From Registration > Maintenance > Student Enrollment, you can change the student photo:</p> <ol style="list-style-type: none"> 1. Hover over the image, and click Change. The Change Student Photo window opens. 2. Click Choose File. Locate and open the file for the new image. 3. Click Save. The window closes, and the new image is displayed. <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p>

☐ Click **ACT PLAN**.

☐ Click **+Add** to add an ACT Plan test record.




A pop-up window opens.

Test Dt	Type the test administration date in the MMYYYY format. You cannot type a future date.
Ed Level	Type the student's education level (08-12).
Test Loc	Type the six-digit county-district number where the test was taken.
Scores	Type the student's individual subject scores and the composite score (01-32).
National Norms	For each subject and the composite score, type the national percentage of college-bound students who are below the number in the corresponding field (0-99).
Subscale Scores	<p>Type the score for the each subsection of the test (01-16).</p> <p>Usage and Rhetorical are part of the English portion.</p> <p>Pre-Algebra and Geometry are part of the math portion.</p>
National Norms	For each subsection, type the national percentage of college-bound students who are below the number in the corresponding field (0-99).

☐ Click **OK** to close the window.

☐ Click **Save**.

Other functions and features:

	<p>Edit a record.</p> <p>Update the fields as needed, click OK, and then click Save. The changes are displayed in the grid. Or, click Cancel to close the window without making changes.</p>
	<p>Delete a row.</p> <ol style="list-style-type: none">1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.2. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
Documents	<p>View or attach supporting documentation.</p>



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