



**Florida Assessment of Student Thinking (FAST) using Star Early Literacy  
Recommended Email Template for  
Newly Contracted VPK Providers for the 2022-2023 VPK Program Year**

VPK Provider,

This email is to assist you with getting started with the Coordinated Screening and Progress Monitoring Program. This is the statewide, standardized program known as the Florida Assessment of Student Thinking (FAST) using Star Early Literacy implemented in all VPK programs as required by s. 1002.68, F.S. FAST using Star Early Literacy will be used to assess student achievement of the performance standards established in s. 1002.67(1)(a), F.S., in early literacy and mathematics.

As a VPK Provider, beginning in the 2022-2023 VPK Program Year, all VPK Programs will implement the Florida Assessment of Student Thinking (FAST) using Star Early Literacy. VPK Program Administrators and teachers should be familiar with the VPK FAST implementation and resources website at, <https://www.floridaearlylearning.com/vpk/fast>.

**Locating VPK Renaissance Testing Site URL**

All VPK Programs have been assigned a testing site URL based on their early learning coalition. Each program should locate the testing site and corresponding URL to access the Star Early Literacy program in the below chart. For the Early Learning Coalition of North Florida/Episcopal Children’s Services, the link below is the correct URL to be used.

<b>VPK Site 4: <a href="https://global-zone05.renaissance-go.com/welcomeportal/8478166">https://global-zone05.renaissance-go.com/welcomeportal/8478166</a></b>
ELC of Florida’s Gateway: Columbia, Hamilton, Lafayette, Suwannee, Union
ELC of Florida’s Heartland: Charlotte, DeSoto, Hardee, Highlands
ELC of Lake: Lake
ELC of Marion: Marion
<b>ELC of North Florida: Clay, Nassau, Baker, Bradford, Putnam, St. Johns</b>
ELC of Northwest Florida: Bay, Calhoun, Franklin, Gulf, Holmes, Jackson, Washington
ELC of Orange: Orange
ELC of Pinellas: Pinellas
ELC of Seminole: Seminole

**Where to Complete Rostering and Obtain Login Credentials**

VPK Programs will need to ensure that their DEL Provider Portal is up to date throughout the VPK Program Year with any changes that occur. For VPK Programs to have administrative roles in the Renaissance testing site, VPK Programs will need to ensure that the person(s) listed under the Administrator, Director and VPK Director roles are accurate in the DEL Provider Portal.

In the Renaissance system, two or more users cannot use the same email address. Each individual user will need to have a unique email address listed in the DEL Provider Portal to have an account created.

As of November 8, 2022, all persons listed as Administrator, Director or VPK Director will receive a unique username and password directly from Renaissance.

Any VPK Program beginning after November 8, 2022, will receive confirmation that their program has been loaded to a VPK Renaissance testing site and their unique login credentials directly from Renaissance.

The Division of Early Learning (DEL) sends nightly files to Renaissance generated from the DEL Provider Portal. These files include students enrolled in VPK and information about classrooms and instructors. This allows the Renaissance system to setup the site for VPK Programs to administer the Star Early Literacy Assessment. All program changes must be made in the DEL Provider Portal and may take up to 48 hours to reflect in the Renaissance testing site. Changes cannot be made in the Renaissance testing site.

### **VPK FAST Training Requirement**

All VPK Programs and program staff who will administer the assessment to students are required to complete VPK FAST Training as part of a verification process for meeting training requirements and should be familiar with and use the [Star Early Literacy Test Administration Manual](#) during test administration. VPK FAST training is not available in the train the trainer model. Throughout the 2022-2023 VPK Program year, anyone who needs to complete VPK FAST Training requirements can do so through Renaissance-U using the [Enrollment Guidance: FAST Star Early Literacy Renaissance-U Enrollment Guidance](#). For training opportunities visit the Training sections of the resource website, <https://www.floridaearlylearning.com/vpk/fast>.

### **Customizable Family Letter**

The Division of Early Learning suggests sending the informational Family Letter home or providing to parents in-person for families with children in your VPK Program. In the Family Letter, each VPK Program can add and customize the bottom of the document with VPK Program contact information. The letter can be found on the resource website under the Communication section or you can access it here, [https://www.floridaearlylearning.com/Content/Uploads/floridaearlylearning.com/files/FAST-Star%20Early%20Literacy\\_Family%20Letter\\_8.3.22.pdf](https://www.floridaearlylearning.com/Content/Uploads/floridaearlylearning.com/files/FAST-Star%20Early%20Literacy_Family%20Letter_8.3.22.pdf).

### **Administration Schedule, Progress Monitoring (PM) Periods**

Private and public school VPK Programs shall administer the assessment during PM1, PM2, and PM3, as followed:  
**PM1:** Is the first thirty (30) instructional days of the VPK class schedule beginning with the first VPK instructional day.  
**PM2:** Is the period of time in a VPK class schedule where at least 40% of the instructional hours have been completed and no more than 60% of the instructional hours have been completed.  
**PM3:** Is the last thirty (30) instructional days of the VPK class schedule ending on the last VPK instructional day.

VPK programs will not need to set screening windows, Renaissance is calculating the screening windows for VPK Programs within the system. VPK Programs may contact their local early learning coalition for their specific progress monitoring screen window dates.

## VPK Program Administrator Task Requirements

The Division of Early Learning has established that the below tasks must be completed by a VPK Program Administrator. This can be the Administrator, Director or VPK Director.

### **1. Marking Extended Time Accommodation**

VPK students with an Individual Educational Plan (IEP) or 504 Plan may be eligible for extended time on the Star Early Literacy Assessment. To do this, from the Home page, select your name in the upper-right corner. In the drop-down list, select Edit Preferences > Extended Question Time Limits > select the box for students requiring this accommodation.

### **2. Requesting a Test Deactivation**

VPK Program Administrators may request to deactivate a student test by emailing [VPKFAST@del.fldoe.org](mailto:VPKFAST@del.fldoe.org) and a VPK representative will review the request.

### **3. Marking Non-Participation Status**

The **four** Non-Participation Statuses are described below.

**Assessment Inappropriate-** For students that are Blind/Visually Impaired, Deaf/Hard of Hearing, Medical Exemption Accommodation that can't be met with computer-based test (IEP/504 requiring Paper Based Test). The Star Early Literacy Assessment may not be appropriate for all VPK students. If you have a student with an Individual Educational Plan (IEP) or 504 Plan and the VPK Program Administrator determines this assessment will not meet the student's needs, the student should receive a Non-Participation Status of "**Assessment Inappropriate.**"

**Failed Practice-** For students who failed the practice items after three attempts. The Star Early Literacy Assessment Practice Items should be administered to all VPK students unless the student has been given a Non-Participation Status of the Assessment Inappropriate and students should be given at least three attempts to pass the items. If a student continues to fail the items, the student should receive a Non-Participation Status of "**Failed Practice.**"

**Not Present During Testing Window-** For students absent during the **entire** Progress Monitoring period. The Star Early Literacy Assessment dates should be provided to VPK student families, to ensure their child's attendance on testing days.

**Non-English Speaker-** For students with a first language other than English who are unable to pass the practice items after three attempts. The Star Early Literacy Assessment is only administered in English. All students with a first language other than English should be given the opportunity to complete the practice items, if they pass, they continue and complete the assessment. They should be given two additional attempts to pass the practice items. If the student fails the practice items, then the student should receive a Non-Participation Status of "**Non-English Speaker.**"

### **VPK Administrators steps to mark Non-Participation Status for students:**

- 1) Login to Renaissance with your school administrator account.
- 2) On the **Home page**, select your 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.
- 7) Select the **Non-Participation Status tab on the View Student page**.
- 8) For the Assessment Type, select Star Early Literacy.
- 9) Then, in the drop-down list, select the Non-Participation Status.
- 10) To save your changes, select **Save**.

#### **4. Providing Student Performance Results**

VPK Programs are required to provide a student's performance results from the assessment to the student's parents within seven calendar days after the administration of the assessment. VPK Programs must provide the Star Parent Report. The Star Parent Report provides a printable informational letter for parents or guardians and is available in English and Spanish. The link to running instructions can be found here: <https://help2.renaissance.com/reports/25027>.

#### **VPK FAST Support Contact Information**

**Renaissance System Support:** Users that need Renaissance System support should contact the Renaissance Place Help Desk and Technical Assistance Team at 1-800-338-4204 or by email at [FAST\\_Star@renaissance.com](mailto:FAST_Star@renaissance.com).

**Policy Questions?** Contact the Division of Early Learning with questions related to FAST using Star Early Literacy implementation requirements. You may submit questions as a [VPK Provider](#) or by emailing [VPKFAST@del.fldoe.org](mailto:VPKFAST@del.fldoe.org).

If you have any questions, you may reach out to your VPK Fast Contact Persons at the below information.

Thank you,

Early Learning Coalition of North Florida/ Episcopal Children's Services  
8649 Baypine Rd. Bldg. 7, Suite 300  
Jacksonville, FL 32255  
(904) 726-1500

VPK FAST Contact Persons:

Brittney Spangler [brittney.spangler@ecs4kids.org](mailto:brittney.spangler@ecs4kids.org)

Sarah March [sarah.march@ecs4kids.org](mailto:sarah.march@ecs4kids.org)