

March 10, 2023

Subject Instructions for Additional Opportunity to Request Paper Materials for Spring 2023 STAAR

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providing an optional process to request additional paper test materials for the spring 2023 STAAR administration to assist school systems with the implementation of the first year of administering STAAR primarily online. Requests for additional paper test materials include regular print and large print materials in English and Spanish and may not exceed one percent of eligible students by grade. If quantities entered exceed one percent by grade, the entire order of additional paper test materials will be rejected.

The new materials order window will be open March 20, 2023 to April 3, 2023. The deadline for orders is March 20, 2023 at 11:59 PM CST. The deadline for orders is March 20, 2023 at 11:59 PM CST. The deadline for orders is March 20, 2023 at 11:59 PM CST.

- 1) Log in to the Test Information Distribution Management System from the Administration of the Test Information Distribution Management System. Additional paper test materials need to be ordered through the Test Information Distribution Management System. The Test Information Distribution Management System will review each order of a request exceeds one percent of enrolled students. If the request is rejected, you will need to adjust the material quantities accordingly.
- 2) If rejected, revisit step 1 and adjust the material quantities accordingly.
- 3) After orders of additional paper test materials for the spring 2023 STAAR administration are approved, district testing personnel must provide Texas Student Data System (TSDS) numbers for each student who will use the additional paper test materials. TSDS numbers must be submitted to Texas Testing Support via email.
- 4) Beginning April 3, district testing personnel should submit additional STAAR paper test materials requests during the March 2023 STAAR testing window. These materials will be shipped in a separate shipment before the testing window opens and are in addition to the materials initially ordered for special paper administrations of STAAR. For students who are not registered for a special paper administration of STAAR, there are no special procedures.

As a reminder, there are no paper answer documents for STAAR. Students