



COMMONWEALTH of VIRGINIA
Department of Education

DATE: July 27, 2018
TO: Division Superintendents
FROM: James F. Lane, Superintendent of Public Instruction
SUBJECT: Phonological Awareness and Literacy Screening (PALS)

The PALS office at the University of Virginia developed a Student Import feature that improves the accuracy of student demographics in PALS records by using the PALS' Student Import feature. The Student Import feature removes much of the tedious, time-consuming, and error-prone data entered manually by teachers and provides an easy and error-free upload of data straight from a student management system. Multiple files can be uploaded throughout the school year. Please encourage your staff to use PALS' Student Import feature. Those responsible can log into their PALS account, go to the Resources tab, FAQs page, Division Representative Role and Division Role sections or email the PALS office (pals@virginia.edu ✉) for instructions on using the Student Import feature.

If you have any questions about PALS Student Import feature, you may contact Peter Coleman, Project Manager, Virginia Department of Education, at Peter.Coleman@doe.virginia.gov ✉. For other PALS questions please contact the PALS office (pals@virginia.edu ✉).

JFL/pwc