



Literacy for Learning, Living, and Leading

PALS/PPVT Assessment Submittal Checklist

- Use the template downloaded from the L4GA page.
- Submit the data as an excel file (the file extension should be .xls or .xlsm).
- Include the **10-digit GTIDs** if possible (we understand that students in private PreKs will not yet have GTIDs, but GTIDs are required for all students enrolled in public PreKs programs).
- Complete all the columns on the spreadsheet, including district and school for both assessments and birthdate for PPVT.

Please submit all PALS and PPVT data to Holly Schmidt-Davis ***through the MyGaDOE portal***, not email.

If you have questions, email:
Holly.Schmidt-Davis@doe.k12.ga.us



Literacy for Learning, Living, and Leading

Acadience/Reading Inventory (RI) Assessment Submittal Checklist

For both Acadience and RI data, you have the choice of submitting through the vendor portal (recommended) or by sending spreadsheets through the MyGaDOE Portal

If you're using the vendor portal:

- Make sure that you've given GaDOE the appropriate access (check with Holly Schmidt-Davis if you're unsure).

- Make sure that you've entered the **10-digit GTIDs** in the portal.

- Send an email to Holly Schmidt-Davis once you've finalized your data entry. We are not automatically notified that data has been entered.

If you have questions, email:
Holly.Schmidt-Davis@doe.k12.ga.us



Literacy for Learning, Living, and Leading

Acadience/Reading Inventory (RI) Assessment Submittal Checklist

If you're sending data through the MyGaDOE Portal:

- Use the template downloaded from the L4GA page.

- Submit the data as an excel file (the file extension should be .xls or .xlsm).

- Include the **10-digit GTIDs**.

- Complete all the columns on the spreadsheet, including district and school.

Please submit Acadience and RI data to Holly Schmidt-Davis ***through the MyGaDOE portal***, not email.

If you have questions, email:
Holly.Schmidt-Davis@doe.k12.ga.us