PALS-PreK FAQs

How do I login to the PALS-PreK website?
• Go to pals.virginia.edu
• Mouse over “Enter Scores and View Reports” (located in the upper-right corner of the page).
• Select the “Virginia PreK” login page from the drop-down menu
• Enter your login information and click “login”

How do I create a new teacher account?
• Contact your Director to obtain this year’s Program Registration Code
• Go to the Virginia PreK login page (see above)
• Click on “New? Click to Register”
• Enter your Program Registration Code and click “Register”
• Enter your Account and Class Information
• Click “Continue”
• Click “Go to my Account”

How do I create my class list?

**Option One:**
• Set your assessment date
• In the section “Child Actions”, click “Add or Transfer a Child”
• Enter the child's name, birth date, and gender and click “Search for Child”
• One of two messages will appear:
  1. “No Match Found!”, click the link “Create Account for Child”
  2. “Possible Match Found”: The PALS office will review your request and it will be processed within 24 hours (see Q: Why isn’t a child on my class list yet?)

**Option Two:**
• Set your assessment date
• In the section “Child Actions”, click “Add or Transfer a Child”
• Enter the State Testing Identifier (STI) number, click “Search for Child”
• One of two messages will appear:
  1. Match! Would you like to transfer this child? Click Yes or No
  2. Currently, there is no child in the PALS online system with that STI. Please enter the child’s name, birth date, and gender and click “Search for Child”. The system will guide you through the steps to add the child.

Why isn’t a child on my class list yet?
• Go to the section “Class Actions”, click “View Add/Transfer Request Status Report”
• If the transfer was denied (ie: no match found in the PALS system), select the link “Click here to add child manually”
• Complete the Child Information form
• The child will appear on your class list

How do I move to a new site/school and/or program?
• Contact your Director to obtain your Program Registration Code
• Login to your account
• If this is the first time this school year that you are logging into your account, you will see an update page with your old location. You will NOT be able to change the site on this page. Click “Update”.
• Click “Change Schools” in the upper-right corner of your account
• Enter your Program Registration Code
• From drop-down menu “select site”, chose the correct site/school, update any other Account Information and click “Continue”

We have a new teacher, how do we get children on her class list from the former teacher’s class list?
• Create a PALS account for the new teacher
• Add or Transfer the children into the new class

If you don’t see your question here, please call us. 888-882-7257
We’re happy to help!