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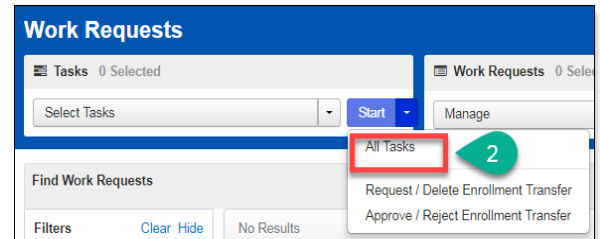
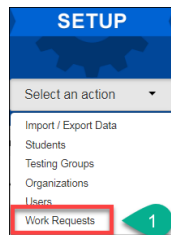
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Work Requests

When a student transfers into your district or within schools in your district and the student requires an AASA and/or AzSCI test, the Achievement District Test Coordinator may submit a **Work Request** in PearsonAccess^{next} to have the student transferred from the releasing school to the new school. This work request will be sent to the releasing school for approval. If this work request is for transfers within your own district, the DTC will create the work request and then approve the work request.

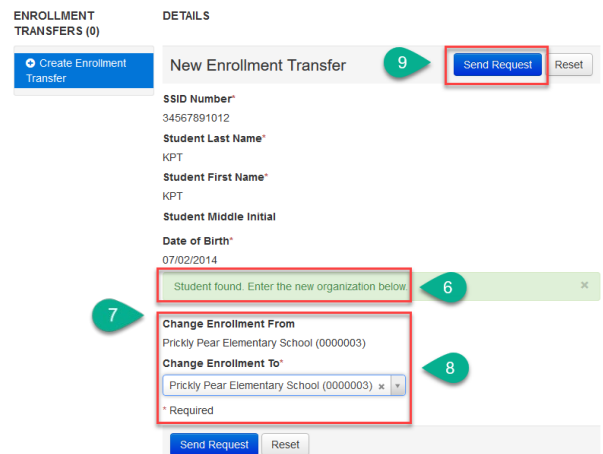
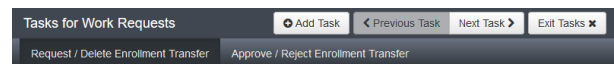
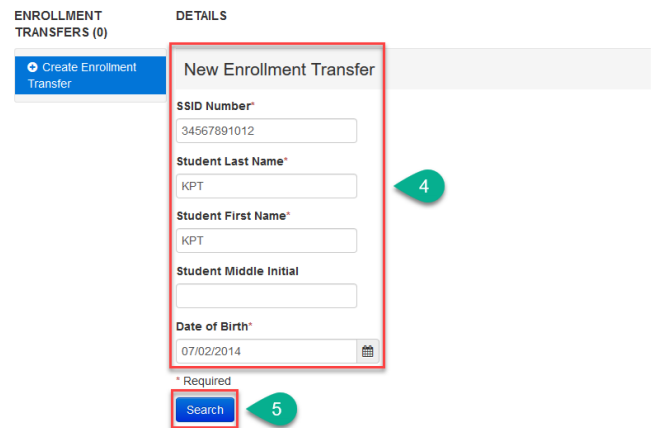
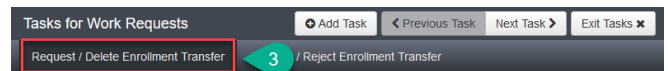
The following is the information you will need to submit a student transfer **Work Request**:

- SSID
- Last name
- First name
- Middle initial - optional
- Date of birth

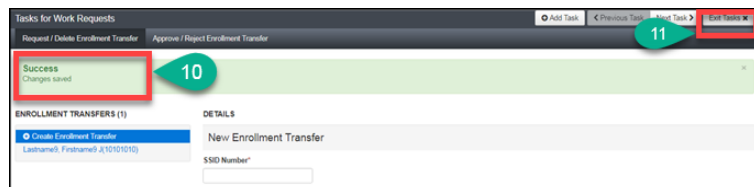


To submit a work request for a new student who transferred into the district:

1. Go to **Setup**, select **Work Requests**.
2. Go to Start, select All Tasks.
3. From the Tasks for Work Requests screen, select the Request/Delete Enrollment Transfer tab.
4. Complete the information on the New Enrollment Transfer.
5. Select Search.
6. You should receive a green message bar showing Student Found. Enter the new organization below.
7. Change Enrollment From – will indicate the school that the student is currently listed in PAN.
8. Complete **Change Enrollment To** – select the school name (not district) where the student needs to be transferred to.
9. Click **Send Request**.

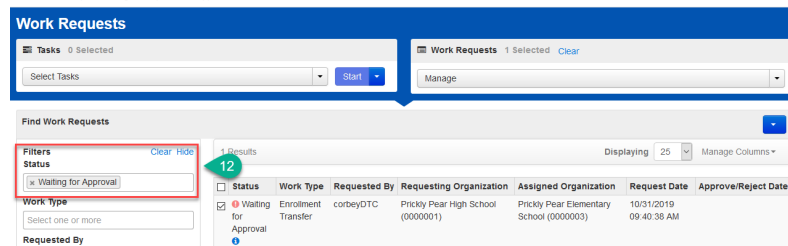


10. A green **Success Changes saved** confirmation message will appear. An email will be sent to the releasing district.



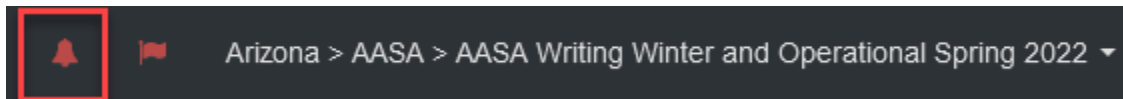
11. Select the **Exit Tasks** button.

12. To confirm or view requests that are pending approval, use the filter status **Waiting for Approval**.



13. The Achievement District Test Coordinator from the releasing district will receive an email notifying them of the work request.

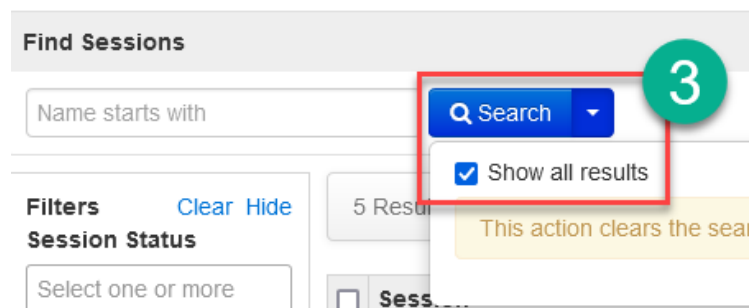
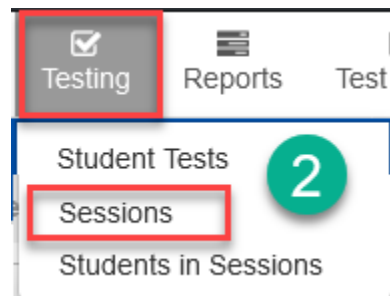
The releasing district will have a red bell on the black task bar indicating that a Transfer Request requires action:



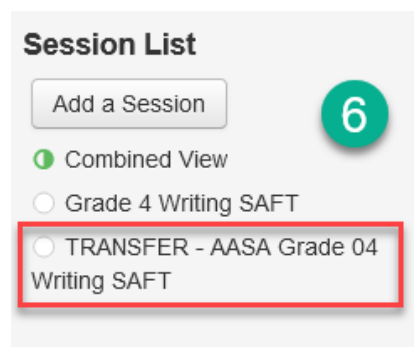
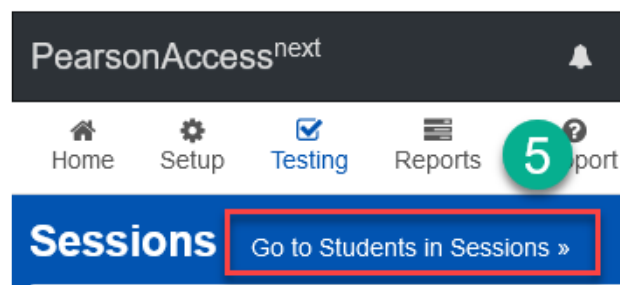
14. If the student is transferring schools within the same district, the Achievement District Test Coordinator must create a New Enrollment Transfer and must also approve the transfer from the releasing school.

Moving a Student into an Active Session from a Transfer Session

1. If the student already had a complete registration and was in a Test Session at the assigned school, then the student was automatically placed in a **Transfer** session as a **holding place** at the new organization. The student **must be moved** into an active test session.
2. To move the student from the TRANSFER session into an active test session, start in the **Testing** section and select **Sessions** from the **Select an Action** drop-down menu.
3. Click on the **Find Sessions Search** button and check the **Show all results** box.
4. Check the box next to the 2 Sessions (**TRANSFER** session **and** the session the student is moving into).
5. Click on the **Go to Students in Session** link near the top of the page.
6. Click on the **TRANSFER** session in the **Session List**.



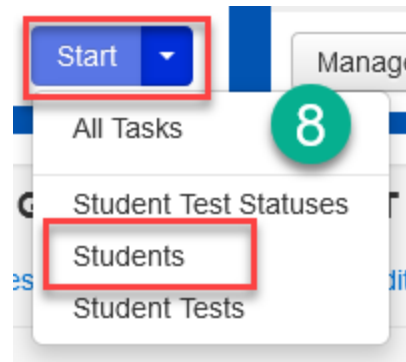
<input type="checkbox"/>	Session	Session Status
<input checked="" type="checkbox"/>	Grade 4 Writing SAFT ⓘ	<input type="radio"/> Not Prepared
<input checked="" type="checkbox"/>	TRANSFER - AASA Grade 04 Writing SAFT ⓘ	<input type="radio"/> Not Prepared



7. Check the box next to the student's name in the lower center of the screen.
8. Select **Students** from the **Start** drop-down menu.
9. Select the **Move Students Between Sessions** tab on the black bar.
10. Place a **check** in the box for the Session that you are moving the student into.
11. Click on the **Move** button.

<input type="checkbox"/>	SSID Number	Last Name	First Name	Middle Name
<input checked="" type="checkbox"/>	00000000011	11 Student	11 Test	

7



Tasks for Students in Sessions

9

Move Students between Sessions

11

Tests: AASA Grade 04 Writing SAFT

Sessions:

- Grade 4 Writing SAFT
- TRANSFER - AASA Grade 04 Writing SAFT

Prickly Pear Elementary School (0000003)

Student: 11 Student, 11 Test (00000000011)

TRANSFER - AASA Grade 04 Writing SAFT
 Grade 4 Writing SAFT

10

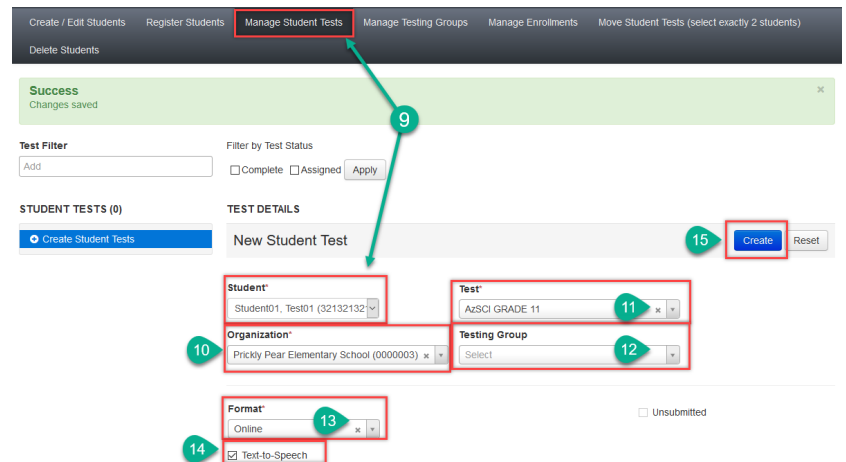
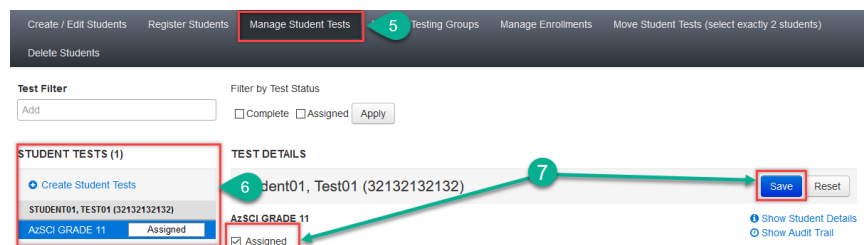
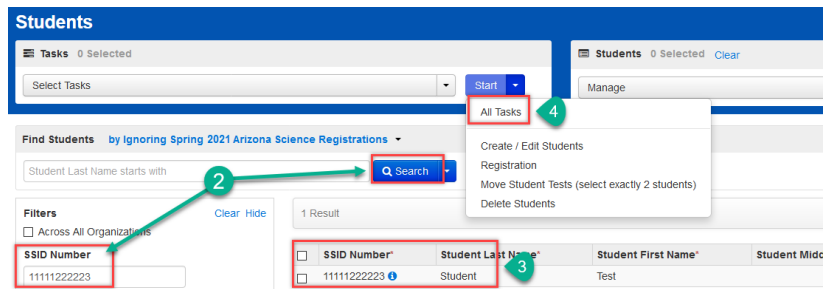
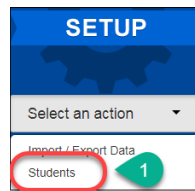
12. When all steps are complete, the transfer student is ready for testing.

Student Transfers for the AASA Writing Stand Alone Field Test Administration

Transferring a Student from a Computer-Based School to a Paper-Based School

Once the Work Request has been approved to transfer a student to your paper-based school from a computer-based school, you will need to assign a new, paper-based, test to the student.

1. Go to **Setup**, select **Students**.
2. Search for an individual student by entering either their name or SSID and select **Search** or select **Show All Results**.
3. Place a **check** in the box next to the student's name(s) whose test(s) need(s) to be reassigned.
4. From the **Start** drop-down menu, select **All Tasks**.
5. Select the **Manage Student Tests** tab on the black task bar across the top.
6. On the left side under **STUDENT TESTS**, select the assigned test that is identified under the student's name.
7. Test Details will auto-populate for the student, uncheck the **Assigned** box. Select **Save**.
8. The student's test assignment has been removed.
9. To add a new test assignment, remain on the **Manage Student Tests** tab, under **Student***, select the student's name.
10. Select **Organization***. Select the correct school.
11. Select **Test***. Select the appropriate test.

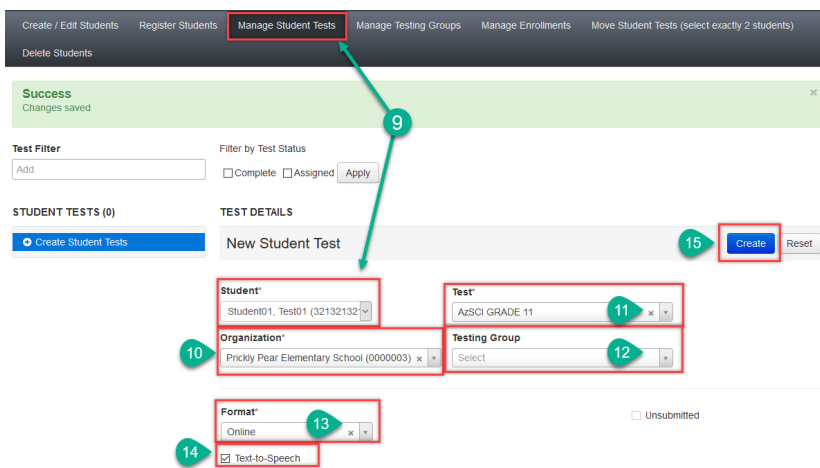
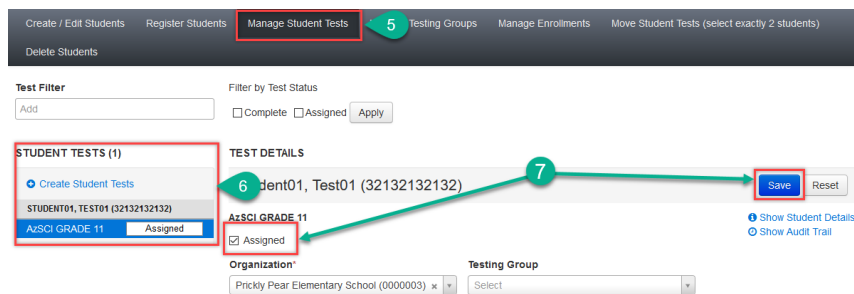
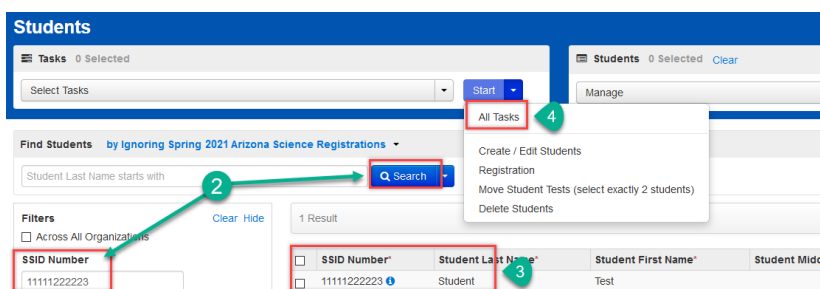
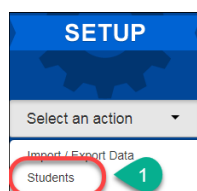


12. **Testing Group** is an optional field and can be left blank.
13. Select **Format***. Select **Paper**.
14. Place a checkmark in the **Text-To-Speech** box.
15. Select **Create**.

Transferring a Student from a Paper-Based School to a Computer-Based School

Once the Work Request has been approved to transfer a student to your computer-based school from a paper-based school, you will need to assign a new, online, test to the student.

1. Go to **Setup**, select **Students**.
2. Search for an individual student by entering either their name or SSID and select **Search** or select **Show All Results**.
3. Place a **check** in the box next to the student's name(s) whose test(s) need(s) to be reassigned.
4. From the **Start** drop-down menu, select **All Tasks**.
5. Select the **Manage Student Tests** tab on the black task bar across the top.
6. On the left side under **STUDENT TESTS**, select the assigned test that is identified under the student's name.
7. Test Details will auto-populate for the student, uncheck the **Assigned** box. Select **Save**.
8. The student's test assignment has been removed.
9. To add a new test assignment, remain on the **Manage Student Tests** tab, under **Student***, select the student's name.
10. Select **Organization***. Select the correct school.
11. Select **Test***. Select the appropriate test.
12. **Testing Group** is an optional field and can be left blank.
13. Select **Format***. Select **Online**.
14. Select **Text-to-Speech**.

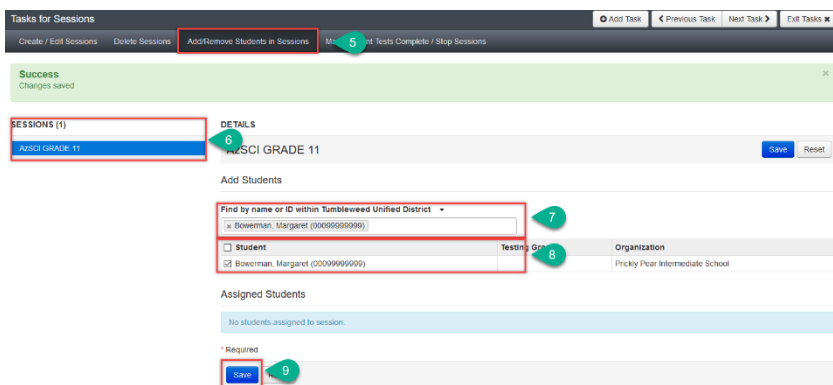
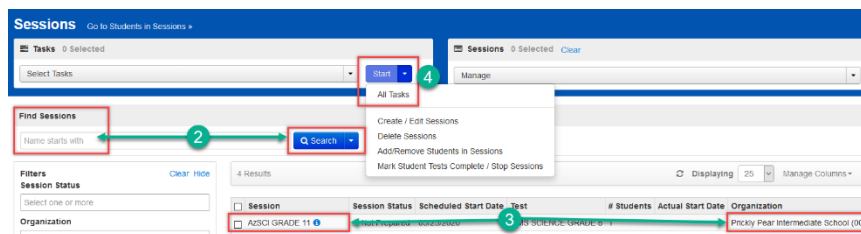
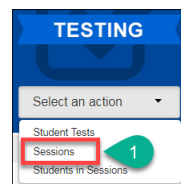


14. Place a checkmark in the **Text-To-Speech** box.
15. Select **Create**.

Next, you will need to add the student's test to the proper test session.

Note: The following steps are only applicable to students who have transferred from a paper-based school to a computer-based school.

1. Go to **TESTING**, select **Sessions**.
2. Search for the test session that was created under **Find Sessions**. Click **Search**.
3. Place a **check mark** next to the test session for the correct school.
4. Go to **Start**, select **All Tasks**.
5. On the **Tasks for Sessions** screen, select the **Add/Remove Students in Sessions** tab.
6. On the left side of the screen, select the session name from the **SESSIONS** list.
7. Under the **DETAILS** section, select the **Find by name** field to select students to add to the session.
8. Place a **check** in the box next to each selected student.
9. Select **Save**.

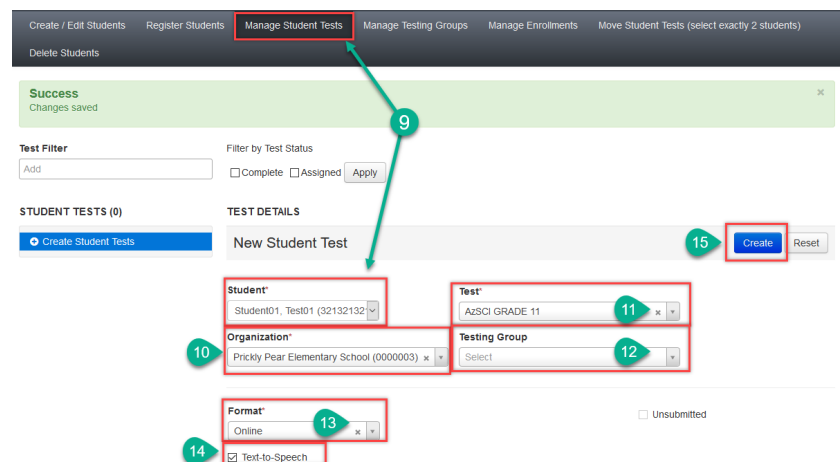
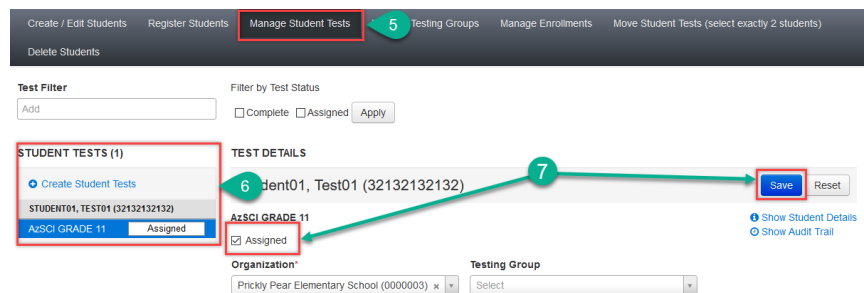
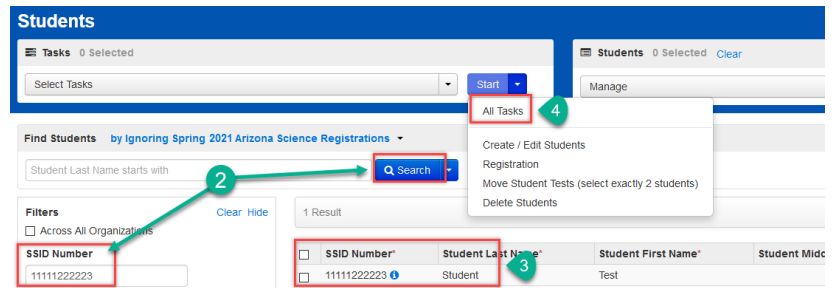
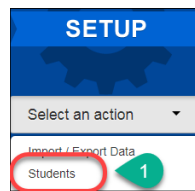


Student Transfers for the AASA Operational Spring 2022 Test Administration

Transferring a Student from a Computer-Based School to a Paper-Based School

Once the Work Request has been approved to transfer a student to your paper-based school from a computer-based school, you will need to assign a new, paper-based, test to the student.

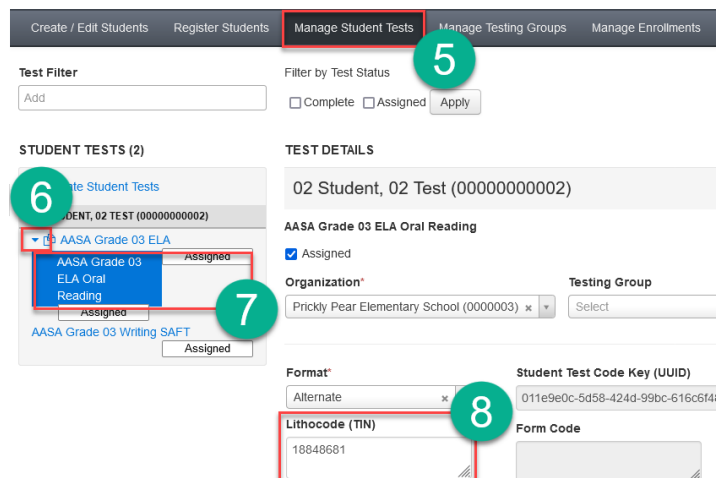
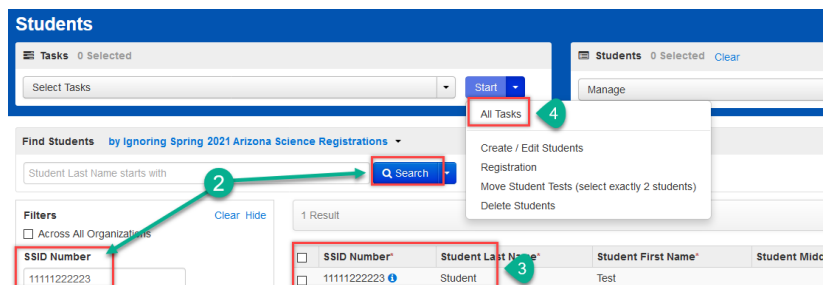
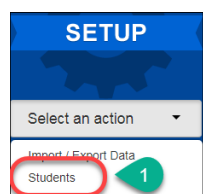
1. Go to **Setup**, select **Students**.
2. Search for an individual student by entering either their name or SSID and select **Search** or select **Show All Results**.
3. Place a **check** in the box next to the student's name(s) whose test(s) need(s) to be reassigned.
4. From the **Start** drop-down menu, select **All Tasks**.
5. Select the **Manage Student Tests** tab on the black task bar across the top.
6. On the left side under **STUDENT TESTS**, select the assigned test that is identified under the student's name.
7. Test Details will auto-populate for the student, **uncheck** the **Assigned** box. Select **Save**.
8. The student's test assignment has been removed.
9. To add a new test assignment, remain on the **Manage Student Tests** tab, under **Student***, select the student's name.
10. Select **Organization***. Select the correct school.
11. Select **Test***. Select the appropriate test.



12. **Testing Group** is an optional field and can be left blank.
13. Select **Format***. Select **Paper**.
14. Place a checkmark in the **Text-To-Speech** box.
15. Select **Create**.

Locating a Student's Lithocode in PAN (Grade 3 Paper-Based Tests Only)

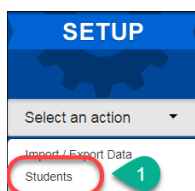
1. Go to **Setup**, select **Students**.
2. Search for an individual student by entering either their name or SSID and select **Search** or select **Show All Results**.
3. Place a **check** in the box next to the student's name(s) that need(s) to be updated.
4. From the **Start** drop-down menu, select **All Tasks**.
5. Select the **Manage Student Tests** tab on the black task bar across the top.
6. Click on the blue arrow to the left of the test name to expand the battery test name and view the test details for each unit of the test.
7. Click on the **AASA Grade 03 ELA Oral Reading** Test Unit.
8. Find the Lithocode (TIN) on the Test Details screen. This number will be entered using the telephone keypad for the AASA Grade 03 ELA Oral Reading test.



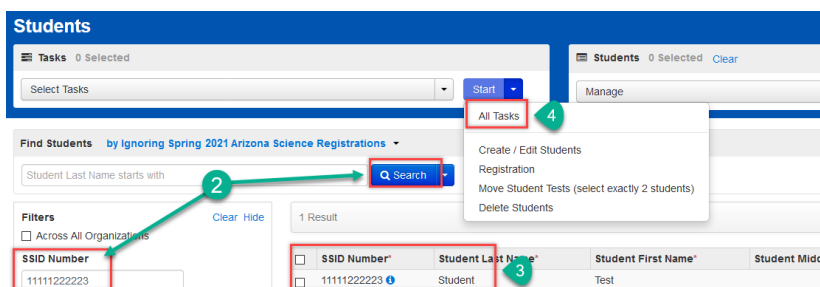
Transferring a Student from a Paper-Based School to a Computer-Based School

Once the Work Request has been approved to transfer a student to your computer-based school from a paper-based school, you will need to assign a new, online, test to the student.

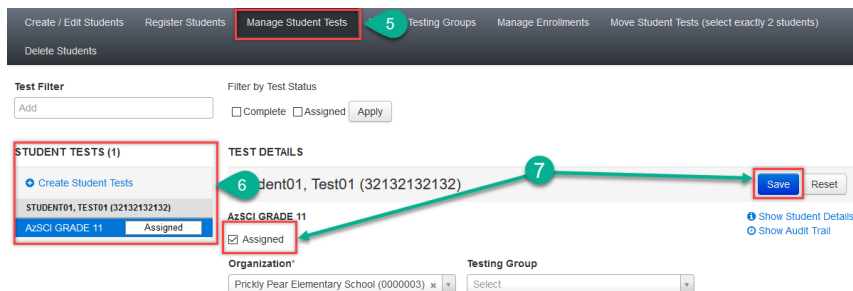
1. Go to **Setup**, select **Students**.
2. Search for an individual student by entering either their name or SSID and select **Search** or select **Show All Results**.



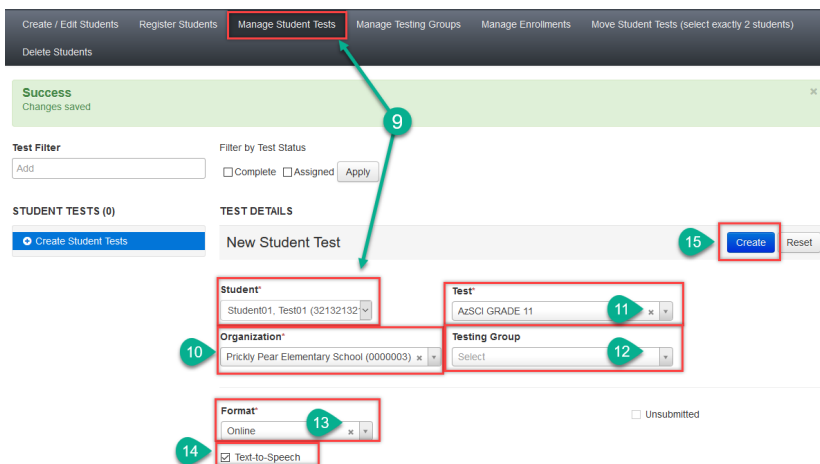
3. Place a **check** in the box next to the student's name(s) whose test(s) need(s) to be reassigned.
4. From the **Start** drop-down menu, select **All Tasks**.



5. Select the **Manage Student Tests** tab on the black task bar across the top.
6. On the left side under **STUDENT TESTS**, select the assigned test that is identified under the student's name.
7. Test Details will auto-populate for the student, **uncheck** the **Assigned** box. Select **Save**.



8. The student's test assignment has been removed.
9. To add a new test assignment, remain on the **Manage Student Tests** tab, under **Student***, select the student's name.



10. Select **Organization***. Select the correct school.
11. Select **Test***. Select the appropriate test.
12. **Testing Group** is an optional field and can be left blank.
13. Select **Format***. Select **Online**.

14. Place a checkmark in the **Text-To-Speech** box.
15. Select **Create**.

Next, you will need to add the student's test to the proper test session.

Note: The following steps are only applicable to students who have transferred from a paper-based school to a computer-based school.

1. Go to **TESTING**, select **Sessions**.
2. Search for the test session that was created under **Find Sessions**. Click **Search**.
3. Place a **check mark** next to the test session for the correct school.
4. Go to **Start**, select **All Tasks**.
5. On the **Tasks for Sessions** screen, select the **Add/Remove Students in Sessions** tab.
6. On the left side of the screen, select the session name from the **SESSIONS** list.
7. Under the **DETAILS** section, select the **Find by name** field to select students to add to the session.
8. Place a **check** in the box next to each selected student.
9. Select **Save**.

