

## Managing 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 will need to submit a **Work Request** in PearsonAccess<sup>next</sup> 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 the work request is for transfers within your own district, the Achievement District Test Coordinator 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 enrolled to in PearsonAccess<sup>next</sup>.
8. Complete **Change Enrollment To** – select the school name (not district) where the student needs to be transferred to.
9. Click **Send Request**.

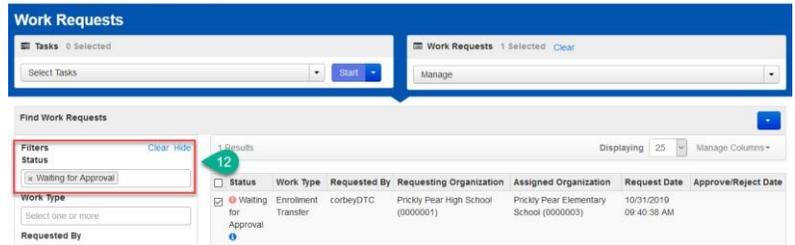
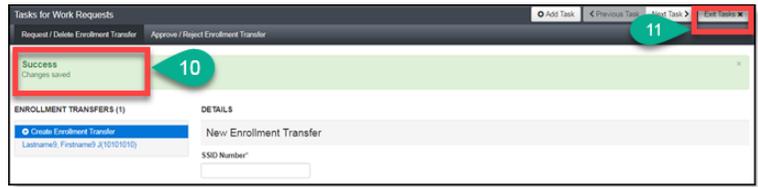
The screenshots illustrate the workflow for submitting a work request. The first screenshot shows the 'Setup' menu with 'Work Requests' highlighted (1). The second screenshot shows the 'Start' menu with 'All Tasks' highlighted (2). The third screenshot shows the 'Tasks for Work Requests' screen with the 'Request / Delete Enrollment Transfer' tab selected (3). The fourth screenshot shows the 'New Enrollment Transfer' form with fields for SSID Number, Student Last Name, Student First Name, Student Middle Initial, and Date of Birth (4). The fifth screenshot shows the 'Search' button (5). The sixth screenshot shows a green message bar: 'Student found. Enter the new organization below' (6). The seventh screenshot shows the 'Change Enrollment From' dropdown menu (7). The eighth screenshot shows the 'Change Enrollment To' dropdown menu (8). The ninth screenshot shows the 'Send Request' button (9).

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.

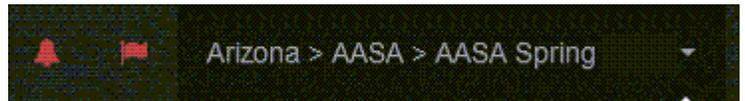
12. To confirm or view requests that are pending approval, use the filter status **Waiting for Approval**.

13. 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.



## Approving or Rejecting Work Requests

After students have been uploaded to PearsonAccess<sup>next</sup> by ADE, Achievement District Test Coordinators should check regularly for work requests that are pending their review. The Achievement District Test Coordinator will receive an email notifying them of a pending work request and will also have a red bell on the black task bar indicating that a transfer request requires action.



Once testing has begun, check if a student has already completed testing prior to approving a transfer request. Please use the following guidelines for approving or rejecting transfer requests.

- If a student has not started testing, APPROVE the transfer request.
- If a student has completed one or more test units, but has not completed the entire test, APPROVE the transfer request.
- If a student has completed all test units of the assessment, REJECT the transfer request and indicate in the comments field, "Student has already completed testing."

## Requesting Student Transfers with an Enrollment Transfer Import File

When several students transfer into your district and the students require an AASA and/or AzSCI test, the Achievement District Test Coordinator may use an Enrollment Transfer Import file to request to have the students transferred from the releasing school(s) to the new school(s). These work requests will be sent to the releasing school for approval.

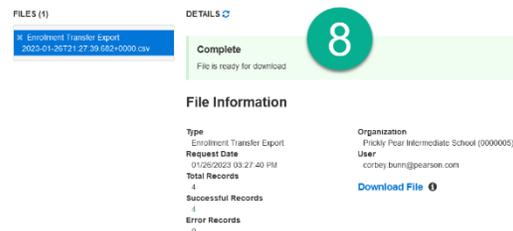
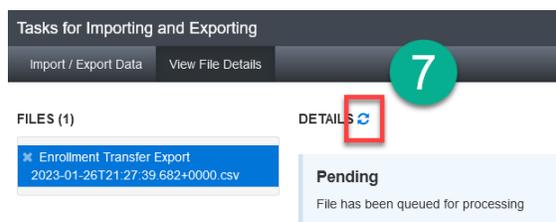
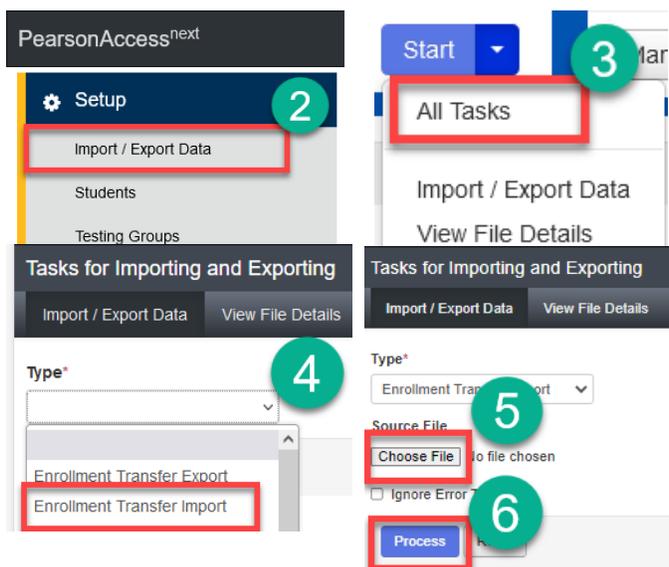
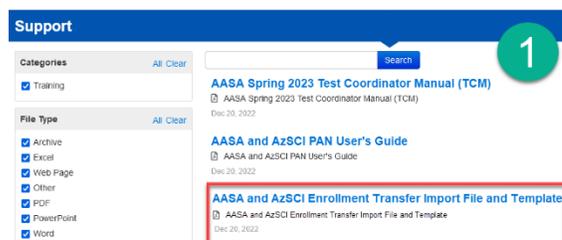
To submit an Enrollment Transfer Import File for new students who transferred into the district:

1. Download the **Enrollment Transfer Import File Layout** from the **Support > Documentation** page in PearsonAccess<sup>next</sup> and enter your students' information into the file.

**Note:** The import file must be saved as a **.csv**. Please see page 22 for tips on how to format your .csv file in Excel.

2. Go to **Setup**, select **Import/Export Data**.
3. Go to **Start**, select **All Tasks**.
4. On the **Tasks for Importing and Exporting** screen, select **Enrollment Transfer Import** on the **Type\*** drop-down menu.
5. Click **Choose File** under **Source File** and select your saved .csv file that you completed in step 1.
6. Click **Process**.

7. You should receive a blue message bar indicating that the file is processing. You can click the refresh button next to **DETAILS** to refresh this page.
8. When complete, you will receive a green message bar indicating that the import is complete.



## Moving a Student into an Active Session from a Transfer Session

If an examinee was in a test session prior to the examinee’s transfer, the examinee’s test assignments are moved to the **Sessions** screen and placed in a session with “TRANSFER” listed in the title. This is a temporary session, and the examinee needs to be moved to actual sessions at your school prior to testing. A TRANSFER session cannot be prepared, started, or stopped. Examinees cannot test in a TRANSFER session. The student from the TRANSFER session must be moved into an active session.

1. Go to the **Testing** section and select **Sessions**.
2. Click on the **Find Sessions Search** button and check the **Show all results** box.
3. Check the box next to the **TRANSFER** session **and** the session the student is moving into.
4. Click on the **Go to Students in Session** link near the top of the page.

The screenshot illustrates the steps for moving a student from a transfer session to an active session. It shows the following elements:

- Step 1:** The 'Testing' menu item is selected, and the 'Sessions' option is highlighted in the dropdown menu.
- Step 2:** The 'Find Sessions' search bar is used, with the 'Search' button and the 'Show all results' checkbox checked.
- Step 3:** The session list is displayed, showing two sessions: 'Grade 3 ELA' and 'TRANSFER - AASA Grade 3 ELA Oral Reading'. Both sessions have their selection checkboxes checked.
- Step 4:** The 'Go to Students in Sessions' link is highlighted in the footer.

Session	Session Status
<input checked="" type="checkbox"/> Grade 3 ELA ⓘ	<input type="radio"/> Not Prepared
<input checked="" type="checkbox"/> TRANSFER - AASA Grade 3 ELA Oral Reading ⓘ	<input type="radio"/> Not Prepared

5. Click on the **TRANSFER** session in the **Session List**.
6. Check the box next to the student's name in the lower center of the screen.
7. Select **Students** from the **Start** drop-down menu.
8. Select the **Move Students Between Sessions** tab on the black bar.
9. Place a **check** in the box for the Session that you are moving the student into.
10. Click on the **Move** button.
11. When all steps are complete, the transfer student is ready for testing.

