



# Manage Special Enrollments (Out of Building, District, or State)

In order for any test administrator to be able to deliver Dynamic Learning Maps® (DLM®) alternate assessments, the following must occur:

- The test administrator and the student must be uploaded into Educator Portal.
- The student must be rostered to the test administrator.
- The test administrator must also pass required training.
- The test administrator must read, agree to, and sign the security agreement in Educator Portal.
- The student's First Contact survey and Access Profile must be completed.

How a state processes out-of-district/state students is entirely a state policy decision.

In order for a test administrator who works outside of the student's district (e.g., in a private school, in a special program, in another district, or in another state) to be able to deliver Dynamic Learning Maps® (DLM®) alternate assessments), other steps must be taken in addition to the above criteria.

In this document, the following terms and definitions will be used. Each state may use different terms for the same, e.g. home district.

- **District-of-Residence Organization:** This district receives federal and/or state money for a student. The student officially lives in this district. This is typically the accountability district.
- **Building-of-Residence Organization:** This building receives the funding for the student. The student officially lives in this building's jurisdiction. This is typically the accountability building.
- **Out-of-District Organization:** This is where a student receives instruction. This could be another public school district, a private enrollment, even an enrollment in another state.
- **Out-of-Building Organization:** This building is within the same district where the student lives, but is where the student receives instruction. Sometimes districts have specialized programs for students located in one building in the district, and all appropriate students receive instruction at that building.
- **District- or Building-of-Attendance:** The school where the student receives instruction.

## Scenario 1

Students who receive instruction out-of-district in a private (non-public) institution that **HAS** an organizational code in Educator Portal

This process is used for Scenario 1:

The steps:

1. The data manager at the out-of-district organization uploads the enrollment file, using the district and building-of-residence's organization code for column A: "AYP School Identifier."
2. Then the data manager enters the out-of-district's organization code in column B: "Attendance District Identifier" and column M: "Attendance School Identifier".
  - a. This process allows out-of-district organizations to manage the students and users without needing help from their state assessment administrator or the DLM Service Desk support staff.
  - b. The district of residence is no longer able to view the data for the students because the student is now securely uploaded and rostered into a private school or program.
  - c. The private school or program will need to share the Individual Year-End Student Report with the district of residence.

**NOTE:** The information in the AYP column is not used by DLM staff or in Educator Portal for any part of the Individual Year-End Student Report or bundled reports. However, the information in the AYP column will provide helpful reference information to the state or district to be able to identify the district-of-residence for the student.

## Scenario 2:

Students who receive instruction out-of-district in a private (non-public institution) that does **NOT** have an organizational code in Educator Portal

**This process is used for Scenario 2:**

In this scenario, the state assessment administrator (SAA) or the DLM Service Desk must do the process in Educator Portal because a district data manager only has access to their own district. The SAA and the DLM Service Desk can access the entire state.

Also in this scenario, the district and building-of-residence that is accountable for the student can access the student's data and will also receive the Individual Year-End Student Report and the bundled reports in Educator Portal.

The SAA or DLM Service Desk will need following information:

- The out-of-district test administrator's name

- The test administrator’s email address (this can also serve as the test administrator identifier)
- The district the student would be in if the student received instruction in his/her district-of-residence.
- The building the student would be in if the student received instruction in his/her building-of-residence.

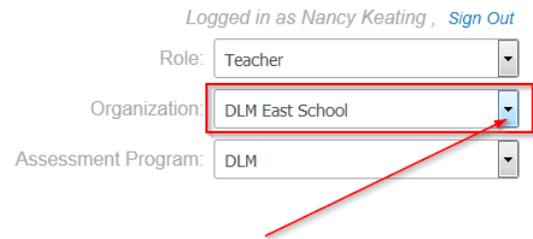
The steps:

1. The SAA or DLM Service Desk will upload the test administrator using the student’s district and building-of-residence organization information.
2. If the test administrator serves multiple districts, the SAA can add multiple organizations to a single test administrator account by following the process outlined in the DATA MANAGEMENT MANUAL section called Add a User Manually. The test administrator will have the same email address used for each district that is served. The out-of-district test administrators will appear in the list of users for each district where they serve students even though not physically present in the student’s district-of-residence.
3. After all districts have been associated with the test administrator, the SAA or DLM Service Desk will notify the DTC(s) in the student’s district-of-residence to upload the students and finish the rostering process.
4. If the test administrator is associated with multiple districts, the SAA should inform the DTCs that they will see the other districts associated with the test administrator account. Those additional districts should **NOT BE** removed from the test administrator’s account. Having multiple organizations associated with a single test administrator will not have a negative effect on any individual district. Each district will only be able to see student data for their own district.

As indicated above, a private school test administrator often provides instruction for students from several districts. In the below example, Nancy Smith works at a private school but serves students in four districts.

Test administrator’s name – example teacher	Test administrator’s email address	District of Residence for the student	Building of Residence for the student	Content Taught
Nancy Smith	nsmith@school.district.org	District A	District A Elementary	Science
Nancy Smith	nsmith@school.district.org	District B	District B Elementary	Science
Nancy Smith	nsmith@school.district.org	District C	District C Elementary	Science
Nancy Smith	nsmith@school.district.org	District D	District D Elementary	Science

When Nancy Smith logs into Educator Portal, in order to see the students from one of the districts she is serving, she will need to select the district in the dropdown menu after logging into Educator Portal. See the screen shot below.



## Out-of-Building Enrollment

An educator with the district level access, e.g., District Test Coordinator role, can add additional organizations to test administrators who need rosters in multiple buildings. Follow the process in the DATA MANAGEMENT MANUAL section called Add a User Manually to be able to associate test administrators with more than one building within the district.

## Out-of-State Enrollment

If a student attends out-of-state placement, please contact the DLM Service Desk to have the additional organization added to the user account.

### Test Administrator Training

The district is responsible to ensure the out-of-district test administrator receives training. The out-of-district test administrators will be enrolled in Moodle after their account is activated in Educator Portal just like all other in-district test administrators. Out-of-district test administrators may take self-directed required training or receive facilitated training. This is a state or district decision. Either way, the test administrator will need to pass all required training modules at 80% or higher in order to have access to test administration in Educator Portal. Out-of-district test administrators can access all professional development modules as well. This is also a state or district decision.

**NOTE:** A test administrator who serves multiple districts will need to take and pass the training **only one** time in Moodle, which will allow the test administrator to access Test Administration for multiple districts. This statement assumes that the test administrator who is associated to multiple districts is using a single test administrator account. If a test administrator somehow ends up with multiple accounts, the test administrator should contact the DLM Service Desk to have this issue resolved.