



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

In order for any test administrator to deliver the Dynamic Learning Maps® (DLM®) alternate assessment, the test administrator and the student must be uploaded into Educator Portal, and the student must be rostered to the test administrator. The test administrator must also pass required training and read, agree to, and sign the security agreement in Educator Portal. In order for a test administrator who works in a private school or another district or state to be able to administer DLM assessments, the same criteria must be met, and the following steps must be completed.

The following terms will be used in this document. Each state may use different terms.

- **District of residence organization:** This district receives federal and/or state money for a student. The student officially lives in this district. This will be the Accountability\_District\_Identifier (column A) on the enrollment template and in the User Interface.
- **Building of residence organization:** This building receives the funding for the student. The student officially lives in this building's jurisdiction. This will be the Accountability\_School\_Identifier (column B) on the enrollment template and in the User Interface.
- **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:** 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 district and school where the student receives instruction. This will be column C, "Attendance\_District\_Identifier," and column N, "Attendance\_School\_Identifier."

## Out-Of-District Enrollment

**Preferred method for students who receive instruction out-of-district in another public institution or a private institution that HAS an organizational number in Educator Portal.**

The data manager at the out-of-district organization uploads the enrollment file, entering only the out-of-district organization code in column C: Attendance\_District\_Identifier and column N: Attendance\_School\_Identifier.

If the data manager at the out-of-district organization has access to the district of residence in Educator Portal, then the data manager is able to enter column A: Accountability\_District\_Identifier and column B: Accountability\_School\_Identifier. However, if the data manager does not have access to the district of residence in Educator Portal, then columns A and B must be left blank, and the State Assessment Administrator must be asked to input these values.

Following this process allows out-of-district organizations to manage their own students and users without needing help from their data support staff or the DLM Service Desk. However, this process will not work for students attending out-of-state.

## Out-of-State Enrollment

If a student attends out-of-state, the student will need to be enrolled in his or her district and building of residence. The out-of-state test administrator will need to have an account in EP with permission to access the student’s district and building of residence. The DLM Service Desk will have to add the additional organization to the user account.

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

Students who attend private institutions typically need to be enrolled in their district and building of residence for DLM assessment for accountability purposes. This is a state policy decision.

Only the SEA or the DLM Service Desk can edit user accounts for this scenario.

Once the test administrator is associated with the appropriate organization, the data manager from the district or building of residence can upload the enrollment and roster files.

The SEA will need the following information

1. The out-of-district test administrator’s name
2. The test administrator’s email address (this can also serve as the test administrator identifier)
3. What district would the student be in if the student received instruction in his/her district of residence (Accountability District)?
4. What building would the student be in if the student received instruction in his/her building of residence (Accountability School)?
5. Should this test administrator be rostered for all content -- ELA, math, and science?

Often a private school test administrator provides instruction for students from several districts.

Test administrator’s name	Test administrator’s email address	District of Residence for the student (Accountability District)	Building of Residence (Accountability School) for the student	Content Taught
Any Test administrator	teacher@school.district.org	District A	District A Elementary	ELA, math, and science
		District B	District B Elementary	ELA, math, and science

Test administrator's name	Test administrator's email address	District of Residence for the student (Accountability District)	Building of Residence (Accountability School) for the student	Content Taught
		District C	District C Elementary	ELA, math, and science
		District D	District D Elementary	ELA, math, and science

The SEA will upload the test administrator using the student's district and building of residence organization information (accountability district and school). If the test administrator serves multiple districts, the SEA 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.

After the test administrator has been associated with their districts, the SEA must notify the DTC(s) in the district(s) to upload the students and finish the rostering process. If the test administrator is associated with multiple districts, the SEA should inform the DTCs that they will see other districts associated with the test administrator's account, and those districts should not be removed. Having multiple organizations associated with a single test administrator will not negatively affect any individual district.

If the test administrator serves multiple organizations, when they log into Educator Portal, they will have to choose the correct organization from the drop down menu in the upper right corner of the Educator Portal home page in order to see the appropriate students for the organization where the test administrator is testing.

## 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.

### Training

The district is responsible to ensure the out-of-district test administrator receives training. The out-of-district test administrator will be enrolled in Moodle after their account is activated in Educator Portal, just like all 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 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 is associated to all districts that the test administrator serves using a **single test administrator account**. If a test administrator somehow has multiple accounts, the test administrator should contact the DLM Service Desk to have the accounts merged and the issue resolved.