

WIDA AMS Steps: Transferring Students Between Schools (within a District)

You can transfer students from one school to another for online testing. To transfer a student, you must start at the test session level. First, locate a test session in which the student is enrolled at the sending school (i.e. the school from which the student is transferring). Next, remove the student from the test session and move the student into the receiving school (i.e. the school to which the student is transferring). Then, add the student to the appropriate test session(s) at the receiving school.

! Important: This process is only necessary for domains in which the student has not yet tested—completed domains may be left as is. Also, this procedure is only necessary if the student transfers *after* he or she has started testing. If the student transfers *before* starting testing, select **Test Setup—Manage Students—Add Student** to add the student at his or her new school and place the student into a test session for each domain. You do not need to remove the student from the test sessions at the old school. The student will not test there, so no records will be created.

Note: If the student transfers after testing is complete, this procedure may be used as long as Test Setup is open. If Test Setup has closed, the student's record may be transferred during Data Validation.

To transfer a student between schools, do the following:

1. Select **Test Sessions** from the Test Setup menu to display the Test Sessions page.

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Test Sessions

Test Sessions allow the user to search/view existing test sessions for a specific district or school. The user can create/edit test sessions and assign/remove students for each session. The user can also export session details, print test tickets or view the status of the test session.

Manage Test Sessions | Upload Multiple Test Sessions

* Indicates required fields

Administration: ACCESS for ELLs 2.0 - 2015

District: DRC Use Only - Sample District ME

School: (All)

Last Name: Jones

First Name: Menan

State Student ID: 222222222

Session:

Domain: (All)

Assessment: (All)

Show Sessions | Print All Tickets

Sessions | Status Summary

* Instructions

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - EIS Sample School	Generic Grade 2	Listening Gr 23	Not Started	12/1/2015	6/30/2016	
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - EIS Sample School	Generic Grade 2	Reading Gr 23	Not Started	7/1/2015	6/30/2016	
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - EIS Sample School	Generic Grade 2	Speaking Gr 23	Not Started	7/1/2015	6/30/2016	

Add Session | Export to Excel | Unlock Selected | Unlock All | Export Student Details

2. Enter any relevant search criteria, including the sending school, last name, first name, and the state student ID to help locate the test sessions to which the student is assigned, and click **Show Sessions**. The Session Detail window displays.

Transferring Students Between Schools (cont.)

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Test Sessions

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Manage Test Sessions | Upload Multiple Test Sessions

*** Instructions**

*** Indicates required fields**

Administration: ACCESS for ELLs 2.0 - 2015

District: DRC Use Only - Sample District ME School: (All)

Last Name: Jones First Name: Mexican State Student ID: 2222222222




Session:

Domain: (All) Assessment: (All)


Show Sessions | Print All Tickets

Sessions | Status Summary

*** Instructions**

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - EES Sample School	Generic Grade 2	Listening Gr 23	Not Started	12/1/2015	6/30/2016	
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - EES Sample School	Generic Grade 2	Reading Gr 23	Not Started	7/1/2015	6/30/2016	
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - EES Sample School	Generic Grade 2	Speaking Gr 23	Not Started	7/1/2015	6/30/2016	

Add Session | Export to Excel | Unlock Selected | Unlock All | Export Student Details

- When the test sessions display, click the **View/Edit** icon () in the Action column to display the Edit Test Session window for a session in which the student is enrolled.

Edit Test Session

Testing Window: 07/20/2015 - 07/20/2016

Eligible Grades: 02, 03

*** Instructions**

*** Indicates required fields**

Session Name: Generic Grade 2

Domain: Listening Assessment: Listening Gr 23

Mode: Online Begin Date: 12/1/2015 End Date: 6/30/2016

Search for Available Students

Student Last Name: Student First Name: State Student ID: Grade: (All)

Find Students | New Student | Clear

Available Students:

Students in Session:

Jones, Megan (2222222222)

Double-click to edit Student

Save | Cancel

- Select the student and click the **Remove Selected** () icon to remove the student from the test session.

Important: The student must be removed from each test session for all not-started domains.

Test Setup Menu

Transferring Students Between Schools (cont.)

Edit Test Session

Testing Window: 07/20/2015 - 07/20/2016

Eligible Grades: 02, 03

Instructions

* Indicates required fields

Session Name: Generic Grade 2 * Domain: Listening * Assessment: Listening Gr 23 *

Mode: Online * Begin Date: 12/1/2015 End Date: 6/30/2016

Search for Available Students:

Student Last Name: Student First Name: State Student ID: Grade: (All)

Find Students New Student Clear

Available Students:

Jones, Megan (2222222222)

Students in Session:

Double-click to edit Student

Save Cancel

5. The student is moved to the Available Students field. Double-click on the student's name.

Edit Student

Instructions

* Indicates required fields

Last Name: Jones * First Name: Megan * Middle Initial: State Student ID: 222222222 *

Student Detail Accommodations Demographics Do Not Score Test Sessions

Administration: ACCESS for ELLs 2.0 - 2015 * District: DRC Use Only - Sample Dist * School: DRC Use Only - INSIGHT Sa *

Date of Birth: 10/3/2008 (mm/dd/yyyy) Grade: 03 * Gender: Female

Save Cancel

6. The Edit Student window displays. On the Student Detail tab select the receiving school from the **School** drop-down menu and click **Save**. The student is transferred to the receiving school. Within the receiving school, you must add the student to the appropriate test session(s) for any domains not yet started.