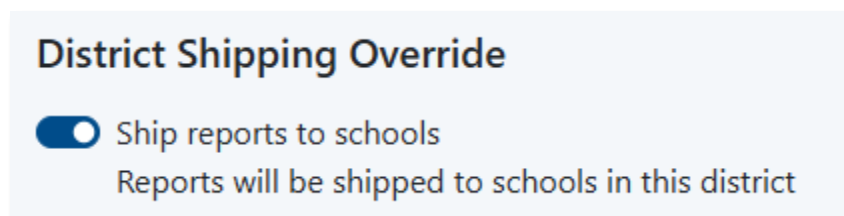


Updating ISR Shipping Designation

Spring 2025 Individual Student Reports (ISRs) by default will be shipped to districts later this fall. Should District Test Coordinators prefer ISRs ship to schools within a district rather than only to the district, the DTC will need to take an action in **Launchpad before September 1, 2025** to override the ISR shipping destination from district to schools. Take the following steps in Launchpad to change the ISR shipping destination to schools: Under **Roster Data**, click on **Orgs** and select your district. Under the **Actions** tab, click **Edit Org**.

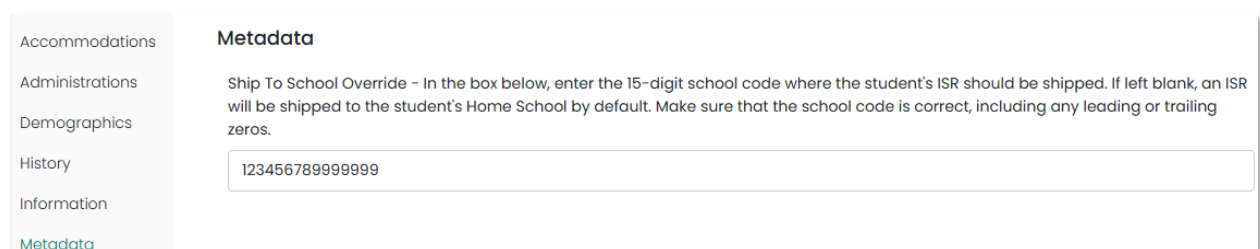
Turn on the **District Shipping Override** option to **Ship Reports to Schools** and click **Save**.



The screenshot shows a light blue rectangular box with the title "District Shipping Override" in bold. Below the title is a toggle switch that is currently turned on (blue). To the right of the toggle is the text "Ship reports to schools". Below this text is a smaller line of text: "Reports will be shipped to schools in this district".

Spring 2025 ISRs by default will also be shipped to home/reporting districts. Should District Test Coordinators or School Test Coordinators need to update an individual student's ISR shipping destination from a home/reporting district and school to another district or school, the DTC or STC will need to take an action in **ADAM before September 1, 2025** to override the ISR shipping destination from the default school district to another school district.

Take the following steps in ADAM to change the ISR shipping destination to another district/school: Under **Rostering>Users** search for the student in the user interface and click on the **Edit** field. On the **User Setup** page, select **Metadata** and **populate the form field with the 15 digit code of the destination school and click Save**.



The screenshot shows a web interface for the "User Setup" page in ADAM. On the left is a sidebar with a list of tabs: "Accommodations", "Administrations", "Demographics", "History", "Information", and "Metadata". The "Metadata" tab is selected and highlighted in green. The main content area is titled "Metadata" and contains a text box with the following instructions: "Ship To School Override - In the box below, enter the 15-digit school code where the student's ISR should be shipped. If left blank, an ISR will be shipped to the student's Home School by default. Make sure that the school code is correct, including any leading or trailing zeros." Below the instructions is a text input field containing the number "123456789999999".