



Verifying the Responsible District and School Version 1.0

Purpose: The purpose of this document is to ensure the Responsible District and School/Institution fields assigned to student records are valid organizations within PearsonAccess^{next}.

The Responsible District and School/Institution fields (Reporting Organizations) should be populated if the Reporting District and School is different than the Testing District and School. If this field is left blank, it is assumed the Testing District is also the Reporting District. A validation must be performed to ensure the Reporting District and School organizations exist within PearsonAccess^{next}. Users will either need to correct incorrect organization codes on student records or create new organizations.

If you have questions, follow your state policy for contacting the LEA or State.

Users will need these roles:

- **District Test Coordinator or School Test Coordinator Role** to update the student record Responsible Organization Fields via the user interface or a Student Registration File import into PearsonAccess^{next}

Running the *Students where Responsible District/School is different from Testing District/School* Operational Report and Resolving Issues

| Step | Direction |
|--|---|
| <p>Run the <i>Students where Responsible District/School is different from Testing District/School</i> Operational Report</p> | <ul style="list-style-type: none"> • Set the administration scope to IAR Spring 2019. • Go to <i>Reports > Operational Reports</i>. • Select Students & Registrations, and then select Students where Responsible District/School is different from Testing District/School. • Organizations should also run the report (For Responsible Organization) Students where Responsible District/School is different from Testing District/School. • Under the Tasks drop-down menu, select Import / Export Data and then select Start. • Under the Type drop-down menu, select Student Registration Export. • Clear the Test Status Filters. • Select Process. <p>To resolve the issues identified in the report, users will need to either update the incorrect organization code on the student record or create new organizations.</p> |
| <p>Update an incorrect Responsible District/School codes on the student record</p> | <p>Follow these steps if the organization code was entered incorrect on the student record.</p> <p>Via User Interface:</p> <ul style="list-style-type: none"> • Go to <i>Setup > Students</i>. • Search for and select the student(s). • Under the Tasks drop-down menu, select Register Students and click Start. • On the Register Students screen, update the editable fields and select Save. <p>Via Student Registration File: Instructions for importing a Student Registration File can be found in the <i>Student Registration File Field Definition</i> document located on the secure Support > Documentation page on PearsonAccess^{next}.</p> <p>Via Student Test Update File: Instructions for importing a Student Test Update File can be found in the <i>Student Test Update File Field Definition</i> document located on the secure Support > Documentation page on PearsonAccess^{next}.</p> <p>Responsible/Accountable Organizations: If you are the Responsible Organization and not the Testing Organization, you will need to contact the Testing Organization to update in PearsonAccess^{next}.</p> <p>All Responsible/Accountable (Home) and Testing Organizations must be accurate in ISBE's Student Information System.</p> |