Verifying the Responsible District and School

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

The Home/Responsible District and School/Institution fields (Home/Responsible Organizations) should be populated if the Home/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 Home/Reporting District. A validation must be performed to ensure the Home/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.

Users will need these roles:

- **District Test Coordinator or School Test Coordinator Role** to update the student record Home/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
Run the *Students where Responsible District/School is different from Testing District/School* Operational Report	• Set the administration scope to IAR Spring Administration. • Go to *Reports > Operational Reports*. • 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.** 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.
Update an incorrect Responsible District/School codes on the student record	Follow these steps if the organization code was entered incorrect on the student record. **Via User Interface:** • Go to *Setup > Students*. • 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.** **Via Student Registration File:** Instructions for importing a Student Registration File can be found in the *Student Registration File Field Definition* document located on the secure Support > Documentation page on PearsonAccess^{next}. **Via Student Test Update File:** Instructions for importing a Student Test Update File can be found in the *Student Test Update File Field Definition* document located on the secure Support > Documentation page on PearsonAccess^{next}. **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}. All Responsible/Accountable (Home) and Testing Organizations must be accurate in ISBE's Student Information System.