



# Verifying the Responsible District and School

Version 1.1

**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<sup>next</sup>.

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<sup>next</sup>. 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<sup>next</sup>

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

Step	Direction
<p><b>Run the <i>Students where Responsible District/School is different from Testing District/School</i> Operational Report</b></p>	<ul style="list-style-type: none"> <li>• Set the administration scope to IAR Spring Administration.</li> <li>• Go to <i>Reports &gt; Operational Reports</i>.</li> <li>• Select <b>Students &amp; Registrations</b>, and then select <b>Students where Responsible District/School is different from Testing District/School</b>.</li> <li>• Organizations should also run the report (<b>For Responsible Organization</b>) <b>Students where Responsible District/School is different from Testing District/School</b>.</li> <li>• Under the <b>Tasks</b> drop-down menu, select <b>Import / Export Data</b> and then select <b>Start</b>.</li> <li>• Under the <b>Type</b> drop-down menu, select <b>Student Registration Export</b>.</li> <li>• Clear the <b>Test Status</b> Filters.</li> <li>• Select <b>Process</b>.</li> </ul> <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><b>Update an incorrect Responsible District/School codes on the student record</b></p>	<p>Follow these steps if the organization code was entered incorrect on the student record.</p> <p><b>Via User Interface:</b></p> <ul style="list-style-type: none"> <li>• Go to <i>Setup &gt; Students</i>.</li> <li>• Search for and select the student(s).</li> <li>• Under the <b>Tasks</b> drop-down menu, select <b>Register Students</b> and click <b>Start</b>.</li> <li>• On the Register Students screen, update the editable fields and select <b>Save</b>.</li> </ul> <p><b>Via Student Registration File:</b> 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 &gt; Documentation page on <a href="#">PearsonAccess<sup>next</sup></a>.</p> <p><b>Via Student Test Update File:</b> 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 &gt; Documentation page on <a href="#">PearsonAccess<sup>next</sup></a>.</p> <p><b>Responsible/Accountable Organizations:</b> If you are the Responsible Organization and not the Testing Organization, you will need to contact the Testing Organization to update in <a href="#">PearsonAccess<sup>next</sup></a>.</p> <p>All Responsible/Accountable (Home) and Testing Organizations must be accurate in ISBE's Student Information System.</p>