



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^{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
<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 2020. • 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>