Manage Special Enrollments (Out of Building, District, or State)

For any test administrator to deliver the Dynamic Learning Maps® (DLM®) alternate assessment, the test administrator and the student must be uploaded to Kite® Educator Portal, and the student must be rostered to the test administrator. The test administrator must also pass required training and read, agree to, and sign the security agreement in Educator Portal. For a test administrator who works in a private school or another district or state to be able to administer DLM assessments, the same criteria must be met, and the following steps must be completed.

The following terms will be used in this document. Each state may use different terms.

- **District of residence organization**: This district receives federal and/or state money for a student. The student officially lives in this district. This will be the Accountability_District_Identifier (column A) on the enrollment template and in the User Interface.

- **Building of residence organization**: This building receives the funding for the student. The student officially lives in this building's jurisdiction. This will be the Accountability_School_Identifier (column B) on the enrollment template and in the User Interface.

- **Out-of-district organization**: This is where a student receives instruction. This could be another public school district, a private enrollment, or even an enrollment in another state.

- **Out-of-building**: This building is within the same district where the student lives but is where the student receives instruction. Sometimes districts have specialized programs for students located in one building in the district, and all appropriate students receive instruction at that building.

- **District or building of attendance:** This is the district and school where the student receives instruction. This will be column C, Attendance_District_Identifier, and column D, Attendance_School_Identifier.

Out-Of-District Enrollment

Preferred method for students who receive instruction out-of-district in another public institution or a private institution that HAS an organizational number in Educator Portal.

The data manager at the out-of-district organization uploads the enrollment file, entering both the out-of- district organization code in column C: Attendance_District_Identifier and column D: Attendance_School_Identifier. The data manager also enters the district of residence in Educator Portal in column A: Accountability_District_Identifier and column B: Accountability_School_Identifier

Following this process allows out-of-district organizations to manage their own students and users without needing help from their State Assessment Administrator or the DLM Service Desk. However, this process will not work for students attending out-of-state.

Out-of-State Enrollment

If a student attends school out-of-state, the student will need to be enrolled in their district and building of residence. The out-of-state test administrator will need to have an account in Educator Portal with permission to access the student's district and building of residence. The DLM Service Desk will have to add the additional organization to the user account.

Students who receive instruction out-of-district in a private non-public institution that does NOT have an organizational code in Educator Portal

Students who attend private institutions typically need to be enrolled in their district and building of residence for DLM assessment for accountability purposes. This is a state policy decision.

Only the SEA or the DLM Service Desk can edit user accounts for this scenario.

Once the test administrator is associated with the appropriate organization, the data manager from the district or building of residence can upload the enrollment and roster files.

The SEA will need the following information:

1. The out-of-district test administrator's name
2. The test administrator's email address (this can also serve as the test administrator identifier)
3. The name of the district the student would be in if the student received instruction in their district of residence (Accountability District)
4. The name of the building the student would be in if the student received instruction in their building of residence (Accountability School)
5. The subjects for which the test administrator should have rosters (ELA, mathematics, science)

   A private school test administrator often provides instruction for students from several districts.

Table 1

Required Enrollment Information for upload

Test administrator's name	Test administrator's email address	District of Residence for the student (Accountability District)	Building of Residence (Accountability School) for the student	Subject(s) Taught
First and last	teacher@school.district.org	District A	District A Elementary	ELA, mathematics, and science
		District B	District B Elementary	ELA, mathematics, and science
		District C	District C Elementary	ELA, mathematics, and science
		District D	District D Elementary	ELA, mathematics, and science

The SEA will upload the test administrator using the student's district and building of residence organization information (accountability district and school). If the test administrator serves multiple districts, the SEA can add multiple organizations to a single test administrator account by following the process outlined in the DATA MANAGEMENT MANUAL section called Add a User Manually.

After the test administrator has been associated with their districts, the SEA must notify the DTC(s) in the district(s) to upload the students and finish the rostering process. If the test administrator is associated with multiple districts, the SEA should inform the DTCs that they will see other districts associated with the test administrator's account, and those districts should not be removed. Having multiple organizations associated with a single test administrator will not negatively affect any individual district.

If the test administrator serves multiple organizations, when they log into Educator Portal, they will have to choose the correct organization from the drop-down menu in the upper right corner of the Educator Portal home page in order to see the appropriate students for the organization where the test administrator is testing.

Out-of-Building Enrollment

An educator with the district-level access (e.g., District Test Coordinator role) can add additional organizations to test administrators who need rosters in multiple buildings. Follow the process in the DATA MANAGEMENT MANUAL section called Add a User Manually to be able to associate test administrators with more than one building within the district.

Training

The district is responsible for ensuring the out-of-district test administrator receives training. The out-of-district test administrator will be enrolled in Moodle after their account is activated in Educator Portal, just like all in-district test administrators. Out-of-district test administrators may take the self-directed required training or receive facilitated training. This is a state or district decision. Either way, the test administrator will need to pass all required training modules at 80% or higher in order to have access to test administration in Educator Portal. Out-of-district test administrators can access all professional development modules as well. This is a state or district decision.

NOTE: A test administrator who serves multiple districts will need to take and pass the training only one time in Moodle, which will allow the test administrator to access Test Administration for multiple districts. This statement assumes the test administrator is associated to all districts that the test administrator serves using a **single test administrator account**. If a test administrator somehow has multiple accounts, the test administrator should contact the DLM Service Desk to have the accounts merged and the issue resolved.