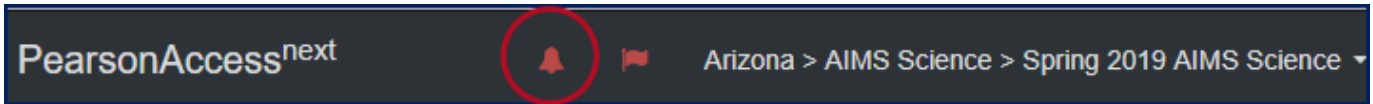


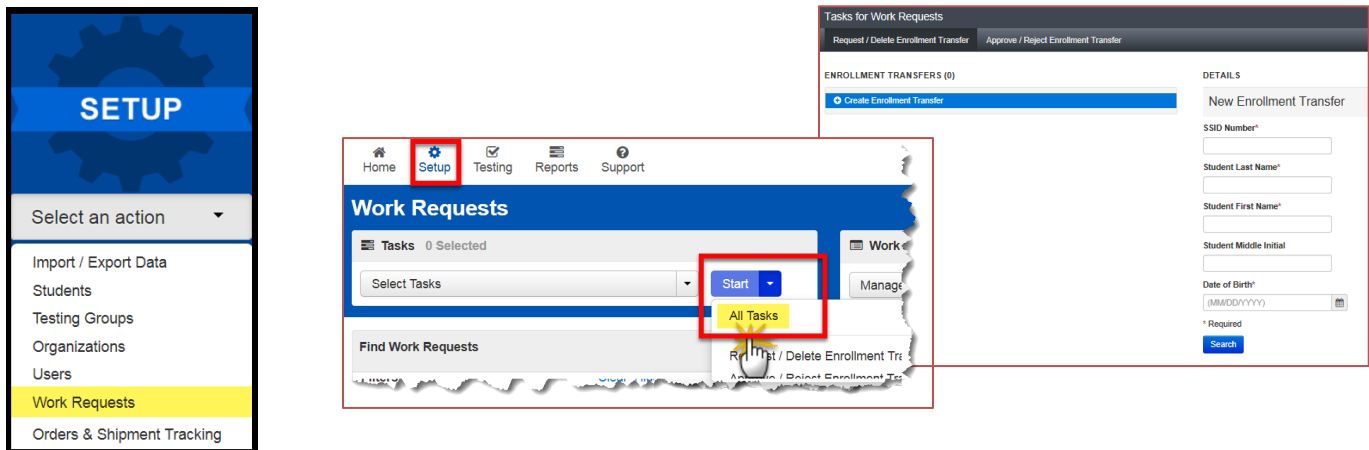
Transfer Student(s) in PearsonAccess^{Next} AIMS Science Work Request Quick Guide



When a student transfers into your district or within schools in your district and the student requires an AIMS Science Test, a **Work Request** from inside of PearsonAccess^{Next} must be completed. This work request will be sent to releasing school for approval. If this work request is for transfers within your own district, DTC will create and approve the work request.

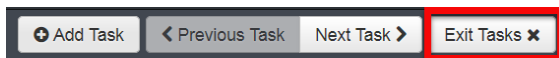
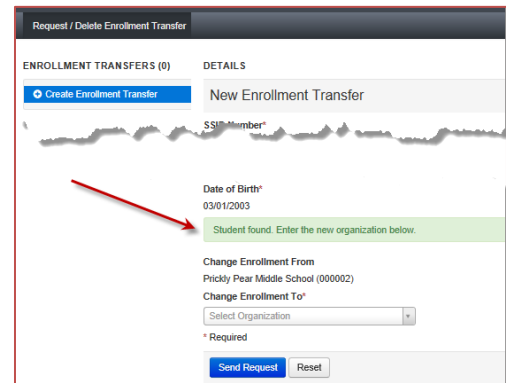
Receiving School District

Submit Work Request – New Student Transferred into District

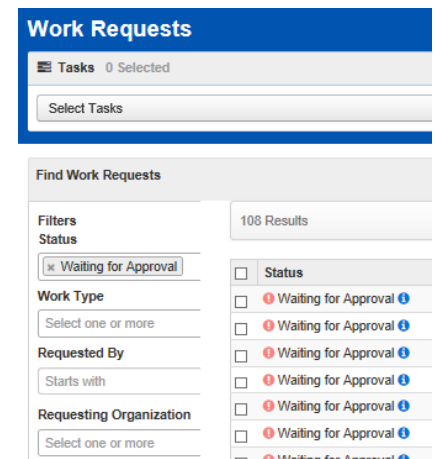


1. Go to **Setup**, select **Work Requests**.
2. Go to the **Start**, select **All Tasks**.
3. On the tasks for Work Requests screen you will be directed to the **Request/Delete Enrollment Transfer** tab.
4. Complete the **New Enrollment Transfer** information (SSID, Last Name, First Name, Date of Birth).
5. Click on the blue **Search** button.

6. You should receive a green message bar. **Student Found. Enter the new organization below.**
7. **Change Enrollment From** – will indicate the school that the student is currently listed in PAN.
8. Complete **Change Enrollment To** – select the school name (not district) where the student needs to be transferred to.
9. Click **Send Request**.
10. A green success confirmation message will be seen at the top of the screen.
11. An email will be sent to the releasing district.
12. On the Transfer for Work Requests screen the Work Request Status should show Success Changes saved.
13. Exit Tasks



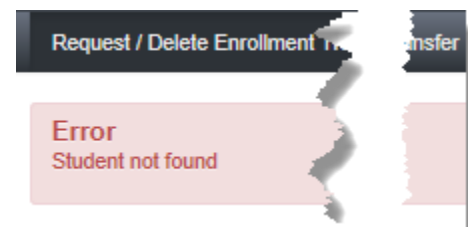
14. To confirm and view requests that are pending approval, use the **Filter Status. Waiting for Approval.**
15. The AIMS Science District Test Coordinator from the releasing school district will receive an email notifying them of the work request.
16. If the student is transferring schools within the same district, the AIMS Science District Test Coordinator must create a New Enrollment Transfer and must also approve the transfer from the releasing school.



Red Error Message

Student was **not found in PearsonAccess^{Next}** – you will see a red **Error Student not found** message at the top of the screen.

Student is not registered in PAN, or the student information was incorrectly entered for the New Enrollment Transfer. Student's not in PAN must be entered manually.

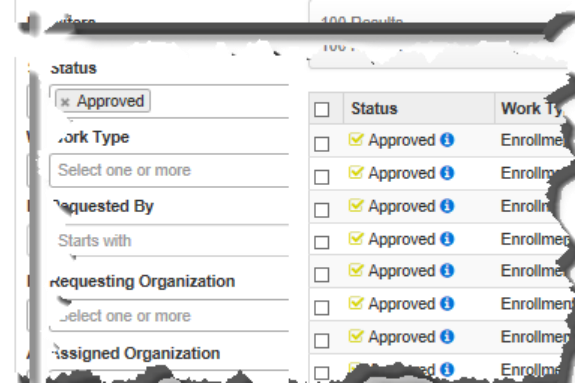


Students Approved for Transfer

The AIMS Science District Test Coordinator that submitted the original work request for a student transfer will receive an email indicating that the releasing district has approved the transfer request.

- To confirm and view requests that are approved, use the **Filter Status. Approved.**

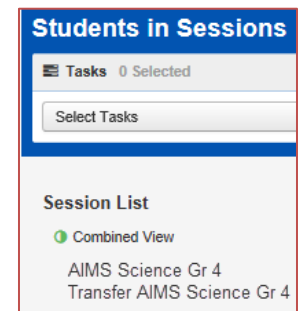
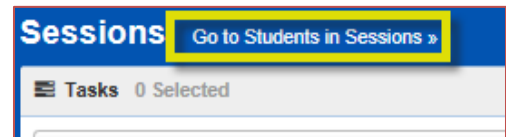
After the student(s) has been approved to be moved, the AIMS Science District Test Coordinator must verify that the student is in the correct AIMS Science Test Sessions. Depending on how the student was in a test session from the releasing school will depend on how to move the student.



Student is still assigned to a Session in releasing school.

After the Work Request has been **approved**, if the student was still assigned to a Session in the releasing school, then the student will be assigned to a **TRANSFER - AIMS Science (Gr 4, Gr 8 or HS) Session** at the new school. The student must be moved out of the Transfer Session and placed into a different Session.

- Go to **Testing**, select **Sessions**. Search All Results.
- Check the box next to the 2 Sessions (**TRANSFER AIMS Science** Session and the Session the student is moving into).
- Click on the **Go to Students in Session**. (Upper right hand corner next to Sessions).
- Click on the **TRANSFER** Session Name on the left side.
- Check the student(s) from list on the right.
- Go to **Start**, select **Students**.
- Select the **Move Students between Sessions** tab on the black bar.
- Click the box for the Session that you are moving the student into.
- Click **Move**.



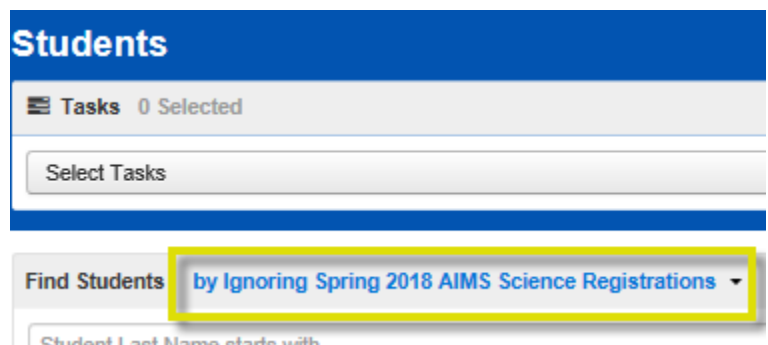
Releasing school removed the student from assigned Session prior to receiving the Work Request.

After the Work Request has been **approved**, the school does not have a **Transfer AIMS Science** included in the Sessions or the student is not showing the Transfer at the new school.

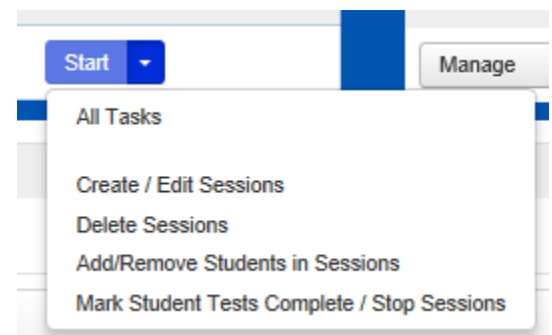
- Go to **Testing**, select **Sessions**. Search All Results.
- Start, **Add/Remove Students in Sessions**.
- Select student from **the Find by Name or ID within [district]**.
- Check box next to student's name and then select **Save**.

Student has no test assignment or test session.

After the Work Request has been **approved**, if the student could not be found to add to a Session, the student's registration and test assignment must be completed before the student can be added to a testing Session.



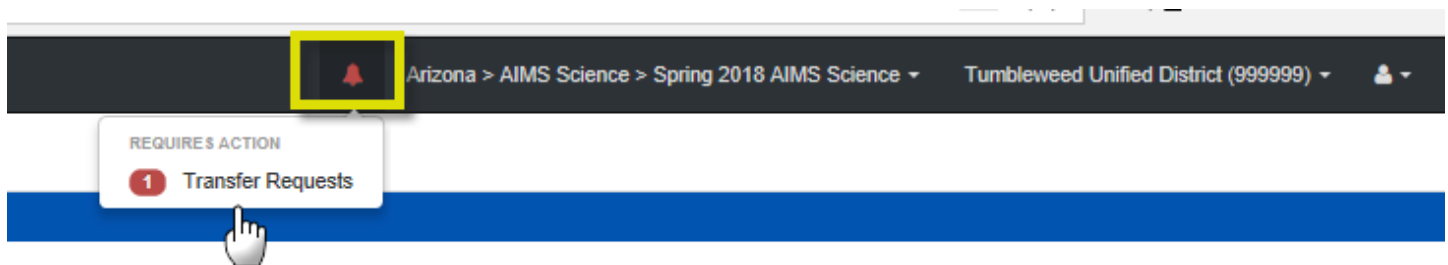
- Go to **Setup**, select **Students**. Search All Results.
- Find Students **by Ignoring Spring 2018 AIMS Science Registrations**.
- Check the box next to the student's name.
- Go to **Start**, Click on **All Tasks**.
- Use the **Register Students** on the black Task Bar. Select the student name, verify the Grade or Cohort is correct.
- Use the **Manage Student Tests** on the black Task Bar.
- Create New Student Test. Select **Student*** from drop-down arrow.
- Complete all required information. Type will be Online.
- Click, **Create. Exit Tasks**.
- Go to **Testing**, select **Sessions**. Search **All**.
- Check the box next to the Session.
- Start, **Add/Remove Students in Sessions**.
- Select student from **the Find by Name or ID within [district]**.
- Check box next to student's name and then select **Save**.



Releasing School District

The AZELLA District Test Coordinator from the releasing school district will receive an email from Pearson notifying them of the work request. This DTC must verify that the student has withdrawn from their district (or, for transfers within the same district, verify the student has withdrawn from the releasing school) and approve the request in PearsonAccess^{Next}.

The Achievement DTC will have a **red bell** showing in the Test Administration bar when there are transfer requests waiting to be approved. Please check this often and approve as quickly as possible.



1. Click on the **red bell** and then click on the **Transfer Requests** or use the **Setup >> Work Requests**.
2. Use the **Filter Status** on the left side and filter for **Waiting for Approval**.
3. Check the boxes next to the work request(s) shown in the center of the screen that you are ready to approve.
4. **Start** drop-down – select the **Approve/Reject Enrollment Transfer**.
5. The left side will list the student(s) that are waiting for approval.
6. For each student verify if the student has transferred out of the district.
7. Select the **Approve** button, if you approve, or enter a reason for the **Reject Enrollment Transfer Reason** Box and then select the **Reject** button

