What is the procedure for the ACCESS/Alternate ACCESS administration when an EL Transfers in/out before or during the ACCESS testing window?

Guidance for a **New District** When an **EL Transfers In** Before or During the ACCESS Testing Window:

1. When an EL enrolls **before** the ACCESS testing window: New ELs who enroll in your district prior to the beginning of your ACCESS testing window should participate in testing. Contact the material vendor if you need additional materials. The only exception is for an EL who has already completed the test in another district/state during the current school year. If the student only partially tested, administer the untested domain(s) in a new test booklet.

2. If an EL enrolls **during** the ACCESS testing window: the new district is not accountable to administer ACCESS/Alt. ACCESS, but is encouraged to include the student in order to establish or continue the student’s record of progress. However, screening is required if no history of LEP status is available. Contact the material vendor if you need additional materials. Do not test a student that has already completed testing in another district or state during the current school year. If the student partially tested prior to enrolling, you are encouraged to administer the untested domain(s) in a new test booklet.

Guidance for a **District** When an **EL Transfers Out** Before or During the ACCESS Testing Window:

1. If an EL transfers out of your district **before** the beginning of your ACCESS testing window: **do not** forward any test materials to district. For unused test booklets with affixed labels, blacken out the label, mark “DO NOT SCORE” on the cover, and return them as non-process material to the vendor. The new district will administer the ACCESS with a new test booklet. Promptly un-enroll the student in SIS.

2. If an EL transfers out of your district **during** your testing window: **do not** forward any test materials to another district. For ELs who partially tested, submit any incomplete test booklets for scoring with “ABS (absent)” marked on the back of the test booklet in the box labeled “Do Not Score This Section For This Student” for the untested domains. If possible, inform the new district of the extent to which the test was administered.

   For ELs who did not begin testing, do not submit a blank test booklet for scoring. For unused test booklets with affixed labels, blacken out the labels, mark “DO NOT SCORE” on the cover, and return them as non-process material. Promptly un-enroll the student in SIS.