

ACCESS for ELLs 2.0 Student Transfer Process

| Transfer Mode | Student Status (Testing Minimum) | District Actions | DRC Actions | Student Required to Retake Domain(s)? |
|----------------------|---|--|---|--|
| Online to Online | One Domain Complete | <p>Complete Transfer Accountability Form and fax to DRC Customer Service in order to transfer online student record from the sending district to the receiving district.</p> <p>The receiving district will need to enter new student into new or pre-created test sessions.</p> | DRC will transfer the student record to the receiving district in WIDA AMS within 48 hours of receipt of Accountability Form and email recipient. | No |
| Paper to Paper | One Domain Complete | The sending district will securely transfer the partially completed test booklet to the receiving district. The receiving district will place a District/School Label on booklet and complete the demographic information. | No Action needed | N/A |
| Online to Paper | Two Domains Complete | Complete Transfer Accountability Form and fax to DRC Customer Service. Student must complete Listening and Reading to generate the Tier Placement Report in WIDA AMS. The sending district notifies the receiving district of Writing and Speaking Tiers. The receiving district will use overage or order Additional Materials. | DRC will transfer the student record from the online district to the paper district by the end of the testing window. | No |
| Online to Paper | One Domain Complete | Complete Transfer Accountability Form and fax to DRC Customer Service. The receiving district will use overage or order Additional Materials and determine the appropriate tier placement. | DRC would need to remove the completed test record for the one online domain that was completed. | Yes, would need to retake the one domain that was originally completed online. |
| Paper to Online | One Domain Complete | Not possible; follow instructions for Paper to Paper process. | No Action needed | No |