

**PROCEDURES FOR TESTING HOME-SCHOOLED STUDENTS
Maryland Integrated Science Assessment (MISA)**

Students who are home-schooled are entitled to participate in the MISA (either via paper or online).

Procedures to be followed by the LAC:

1. At the conclusion of testing, the LAC checks that all STCs in the LEA have submitted a completed Home Schooled Student Information Sheet for each home schooled student who took MISA.
2. For each Home Schooled Student Information Sheet that indicated the student tested paper, the LAC verifies that the student’s information and security barcode is correctly entered into PearsonAccess^{Next}.

For each Home Schooled Student Information Sheet that indicated the student tested online, the LAC verifies that the student’s information is correctly entered into PearsonAccess^{Next}.

3. The LAC must register the student by entering the student information into the PearsonAccess^{next} (PAN) system. The testing district and testing school will be the school where the testing is performed. The *responsible district* will be **55** and the *responsible school* will be your local school system number (i.e., for Baltimore City – **0030**). See listing below for school designation by your local system.

LEA #	LEA Name	School #	LEA #	LEA	School #
01	Allegany	0001	13	Howard	0013
02	Anne Arundel	0002	14	Kent	0014
03	Baltimore	0003	15	Montgomery	0015
04	Calvert	0004	16	Prince George's	0016
05	Caroline	0005	17	Queen Anne's	0017
06	Carroll	0006	18	St. Mary's	0018
07	Cecil	0007	19	Somerset	0019
08	Charles	0008	20	Talbot	0020
09	Dorchester	0009	21	Washington	0021
10	Frederick	0010	22	Wicomico	0022
11	Garrett	0011	23	Worcester	0023
12	Harford	0012	30	Baltimore City	0030

Presently, PAN will not display schools under 55 for your organization.

To work around this issue, the LAC must use the SR/PNP file to update that Responsible School Code. These steps should be followed:

- a. Under your local school district, locate the Home School student in PearsonAccess^{next}.
 - a. If the student has not been created by the STC, create the student using the school code where the student tested. Responsible School can be left blank, as this will be populated with LEA 55, using the steps below.
- b. Re-run an SR/PNP Export File and update the students Responsible School Code to the 'home school' organization.
- c. Re-import the file (still under the public school district).
- d. Verify by going to the student registration that the responsible school code is now set up to the 'home school' (LEA55, School 0010) code.
- e. Keep in mind, you never actually switched organizations; LACs that do not have access to 55 will still be able to use the SR/PNP to update that field in the file.