

## 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 a test.
2. For each Home-Schooled Student Information Sheet indicating the student tested paper or online, the LAC verifies that the student's information is correctly entered into Pearson Access and for students who took paper that the student is in a session.
3. The LAC must register the student by entering the student information into the Pearson Access (PA) system. The organization (Column C in the LSA) will be the school where the testing is performed. The reporting organization will be 55 and your local school system (LSS) number (i.e., for Baltimore City – 0030). See listing below for school designation by your local system. PA will not display schools under 55 for your organization.

LEA #	LEA Name	School	LEA #	LEA Name	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

In order to update the reporting school to LEA55, students must be enrolled into both the home LSS and the LEA55. To enroll the student these steps should be followed:

- a) Under organization (upper right corner) select LEA55
  - i. If the student has not been created by the STC, create the student using the school code where the student tested and then enroll into LEA55.
- b) Import the student using “I” for insert into the LEA55 organization and use the LEA55 code in the Reporting Organization column (Column L in the LSA file) to update the reporting school.
- c) Import the file.
- d) If the student has already been placed into a session, the reporting school will also need to be adjusted manually on the student detail page.