

PROCEDURES FOR TESTING HOME-SCHOOLED STUDENTS
Maryland Comprehensive Assessment Program (MCAP)

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 | 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
 - a. 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.