

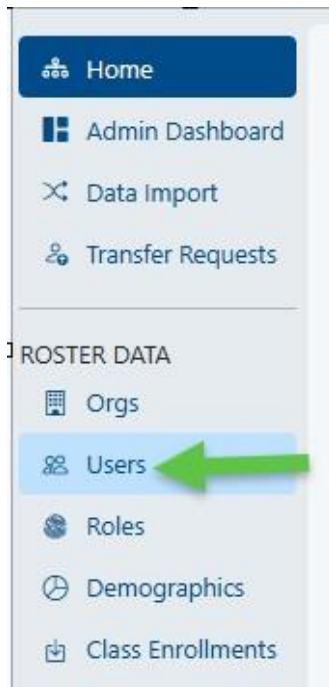
## Transfer Guidance - Launchpad

### Before, During, and After Testing

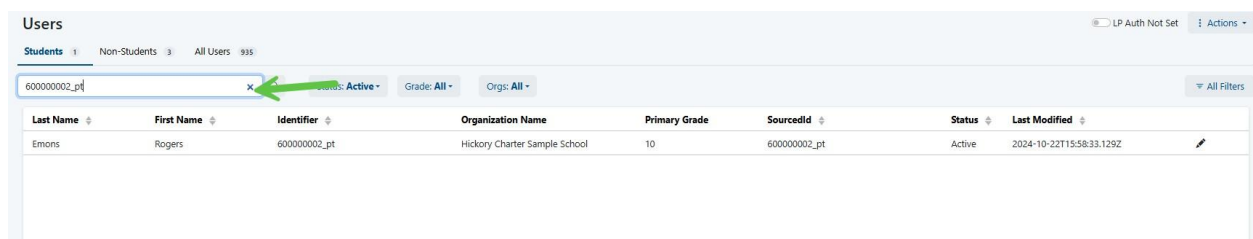
### All Assessments

**Purpose:** The purpose of this document is to provide the steps that will need to be completed by the Local Accountability Coordinator or School Test Coordinator for transfers from school to school within the same LEA. This transfer process will need to be followed in LaunchPad anytime a student is transferring from one school to another within the same LEA. These same steps are to be followed when transferring a student before testing, during testing, and after testing.

#### 1. On the left-hand side select Users



#### 2. Type in Students SASID or name in search Bar



### 3. Click on Pencil on the Right hand side.

Students 1 Non-Students 3 All Users 935

600000002\_pt 🔍 Status: Active Grade: All Orgs: All All Filters

Last Name	First Name	Identifier	Organization Name	Primary Grade	Sourcedid	Status	Last Modified
Emons	Rogers	600000002_pt	Hickory Charter Sample School	10	600000002_pt	Active	2024-10-22T15:58:33.129Z

### 4. Click Edit Roles

Grade 10 Email

Org and Role Records Demographics User Metadata Class Enrollments Additional Info

Show inactive roles

Role	Org	Role Type	Begin Date	End Date	Status
Student	Hickory Charter Sample School	Primary			Active

Edit Roles

### 5. Click Add new Role

Org and Role Records Demographics User Metadata Class Enrollments Additional Info

Role Org Role Type

Student Hickory Charter Sample School Primary Secondary ⓘ

Add New Role

Cancel Save Changes

### 6. Click trashcan to delete current role (previous Organization)

Org and Role Records Demographics User Metadata Class Enrollments Additional Info

Role Org Role Type

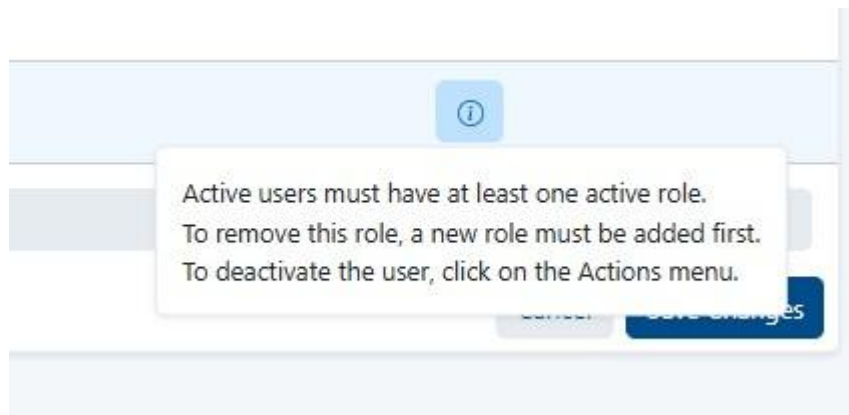
Student Hickory Charter Sample School Primary Secondary ⓘ

Select Select an Organization Primary Secondary ⓘ

Add New Role

Cancel Save Changes

You will receive this message



## 7. Fill in the required boxes.

- Role
- Org
- Select Primary
- Save Changes

## 8. Once you save changes student record is updated to new school.

9. If student transfers to new school and is in a Proctor Group, please refer to the “Testing School Update in ADAM” document located on the MCAP portal to review the steps to move the test from previous Proctor Group into new schools Proctor Group.