

# Transfer Guidence - 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 <u>transfers from school to school within the same LEA</u>. 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.

# Home Admin Dashboard Data Import Transfer Requests ROSTER DATA Orgs Users Roles Demographics Class Enrollments

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

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

							: Actions
×	Grade: All -	Orgs: All +					∓ All Filte
First Name 👙	Identifier \$	Organization Name	Primary Grade	Sourcedid 💠	Status 💠	Last Modified 👙	
Rogers	600000002_pt	Hickory Charter Sample School	10	60000002_pt	Active	2024-10-22T15:58:33.129Z	1
	First Name 💠	first Name ⇔ Identifier ≑	First Name 🔶 Identifier 🔶 Organization Name	First Name 🔶 Identifier 🔶 Organization Name Primary Grade	First Name 👳 Identifier 🗄 Organization Name Primary Grade Sourcedid 👳	First Name 🔶 Identifier 🗄 Organization Name Primary Grade Sourcedid 🔶 Status 🧄	First Name $\phi$ Identifier $\phi$ Organization Name Primary Grade Sourcedid $\phi$ Status $\phi$ Last Modified $\phi$

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

60000002_pt		Q SI	Status: Active - Grade: A	All - Orgs: All -					≂ All Filter
Last Name 💠	First Name 💠	Identifier	\$	Organization Name	Primary Grade	Sourcedid 💠	Status 💠	Last Modified \$	
Emons	Rogers	60000002	2_pt	Hickory Charter Sample School	10	60000002_pt	Active	2024-10-22T15:58:33.129Z	

### 4. Click Edit Roles

Show inactive roles					Edit Role
Role 💠	Org 💠	Role Type 👙	Begin Date 👙	End Date 💠	Status 💠
tudent	Hickory Charter Sample School	Primary			Active

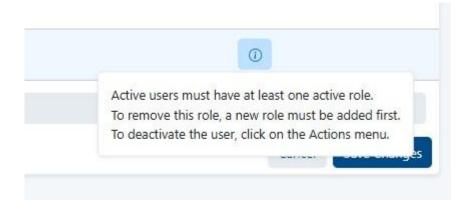
### 5. Click Add new Role

tole 💠	Org 💠	Role Type 🖕	
tudent	Hickory Charter Sample School	Primary Secondary	0
	C Add	I New Role	

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

ole 🗄	Org 🔶	Role Type $\varphi$	
tudent	Hickory Charter Sample School	Primary Secondary	10
Select	✓ Select an Organization	Primary Secondary	<u>ت</u>
		Add New Role	

# You will receive this message



- 7. Fill in the required boxes.
  - Role
  - Org
  - Select Primary
  - Save Changes

Org and Role Records Class Enrollments	Additional Info				
Role 🌲	Org	\$		Role Type	
Student	¥ H	arborwoods Sample High		Primary Secondary	0
1		•	Add New Role	•	¥ 1
					Cancel Save Changes

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

rimary Role	Student, Harborwoods Sample High	Username	600000002_pt	Updated By	Howard Practice 3	
rade	10	Email				
Org and Role Records Demograph	nics User Metadata Class Enrollments Additiona	l Info				
Show inactive roles						🖋 Edit Roles
Role 💠	Org 💠	Role	rpe 💠 🛛 Begin Date 💠	End Date 💠	Status 💠	
Student	Harborwoods Sample High	Prima			Active	

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.